



**Participatory Governance Council  
October 6, 2022**

**MINUTES**

Meeting Called to Order at 3:34 PM

No	Item	Discussion/Outcome
1	Land Acknowledgment (Procedural)	
2	Roll Call (Procedural)	<p><b>Council Members:</b>            Administrators: Lisa Cooper Wilkins (Chairperson), Stephanie Chenard            Staff: Michael Snider, Chris Brodie, Karl Gamarra            Faculty: Mitra Sapienza, Maria Del Rosario Villasana, Mary Bravewoman            Students: Heather Brandt, Lydia Jian, Amelia Khong</p> <p><b>Council Alternates:</b>            Administrators: Lidia Jenkins            Classified Staff: David Delgado, Linda Liu            Faculty: Sheri Miraglia, Katia Fuchs            Students: Angelica Campos</p>
3	Approval of Agenda October 6, 2022 (Procedural)	Motion to approve the agenda with the noted corrections. Council member Mitra Sapienza voted to adopt the agenda by adding the Introduction item after Item #3.
	Added Item: Introductions	<ul style="list-style-type: none"> <li>• Lisa Cooper Wilkins, Vice Chancellor of Student Affairs</li> <li>• Mitra Sapienza, English faculty, Academic Senate President and Equity Coordinator</li> <li>• Heather Brandt, Student Parent and Mother of 3 serving as a Student Chancellor and staff at the Family Resource Center,</li> <li>• Amelia Khong, 2<sup>nd</sup> year student and President of Ocean Campus Council</li> </ul>

Minutes by AD

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		<ul style="list-style-type: none"> <li>• Lydia Jian, 2<sup>nd</sup> year student, Vice President of Inter Club Council, and serves on the Enrollment Management Committee</li> <li>• Lidia Jenkins, Sr. Dir Human resources</li> <li>• David Delgado, Purchasing, and a member of the SEIU 1021</li> <li>• Chris Brodie, Classified staff student health services and also a member of the SEIU</li> <li>• Michael Snider, Student Health, Vice President of the classified Senate, and the Health and Safety Officer for SEIU</li> <li>• Sheri Miraglia, Biology teacher and VP Academic Senate</li> <li>• Katia Fuchs, Math Faculty and Chair of Math Department</li> <li>• Linda Liu, Strong Offers Program and also a part of the classified Senate</li> <li>• Stephanie Chenard, Director of Contract Education, Adult Education and Extension Programs, as well as co-chair of Administration Association Executive Council</li> <li>• Angelica Campos, Student Leader and staff at Women’s Resource Center</li> <li>• David Martin, Chancellor of City College of San Francisco</li> <li>• Aziza De la Torre, Office of the Vice Chancellor of Student Affairs</li> <li>• Shawn Yee, ITS</li> </ul>
4	Approval of Minutes <a href="#">September 15, 2022</a> (Procedural)	<p>Motion to adopt the minutes with the noted corrections moved by and Stephanie Chenard and seconded by Angelica Campos</p> <ul style="list-style-type: none"> <li>• Add the names of council members</li> <li>• Old Business 8C – update the verbiage to Mitra Sapienza’s comments “will bring this as a priority as we update the faculty hiring”</li> </ul>

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		<ul style="list-style-type: none"> <li>• In the Chancellor’s report/comment– add the full name of the Behavioral Science faculty Dr. Shelly-Ann Collins Rawle</li> </ul> <p>No public comments.</p>
5	Public Comments on Items not on the Agenda (Procedural)	<p>No items.</p> <p>No public comments.</p>
6	Chancellor’s Report	<p>David Martin</p> <ul style="list-style-type: none"> <li>• New website – working on getting all Board policy linked by chapter. Documents are available in PDF format</li> <li>• Hiring positions: <ul style="list-style-type: none"> <li>○ Vice Chancellor of Human Resources and Employee Relations – interviewing candidates next week. College-wide forum next week. Will get the name to the Board next month.</li> <li>○ Dean of Mission – looking forward to the next Dean. The application window closes next Friday, October 14</li> </ul> </li> <li>• Construction fencing – will be called the staging area. Will start to see more construction. The staging area is where the constructions equipment will be housed.</li> <li>• Had a meeting with SFMTA Director Jeff Tumlin. Appreciation to Heather Brandt, Angelica Campos and Emily, the Associated Student secretary. Had a conversation with SFMTA about making CCSF a bicycle friendly. More information will be shared as the conversations evolve.</li> <li>• Mid -semester FLEX Day. Chief Vasquez will re-orient on some of the campus policies and safety and resources that are available.</li> <li>• Participated with the Student-parent advisory board</li> </ul>

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		<ul style="list-style-type: none"> <li>○ Lactation rooms on campus and centers. Something will put together and, on the locations will be listed on the website</li> <li>● Michael Snider expressed his concern/question about making menstrual products available in campus bathrooms and how it will be funded.</li> <li>● Heather Brandt thanked the Chancellor for engaging in the Student Parent Advisory Board and would like to spend more time exploring mobility around campus.</li> <li>● Angelica Campos thanked Michael Snider for bringing up the menstrual products topic and thanked Chancellor for the updates.</li> </ul> <p><i>Comment from Mitra Sapienza:</i> AB2881 that Student Chancellor Brandt mentioned <a href="#">LINK</a></p> <p><i>Comment from Heather Brandt:</i> For information about the Student Parents Advisory Board, you can email me at studentchancellor@mail.ccsf.edu</p> <p>No public comments.</p>
7	Awards and Recognition (Information)	<p>No items.</p> <p>No public comments.</p>
8	Old Business	
	a) Chapter 2 and 3 Board Policies <a href="#">LINK</a> (Second Read) Potential Action item	<p>Kristin Charles</p> <p>Motion to move the policies Chapter 2 and 3 Policy to the Chancellor for review. Moved by Mitra Sapienza, seconded by Chris Brodie. Motion passed</p> <p>No public comments.</p>

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	b) IEPI Visit on October 3, 2022 (Update/Information)	Lisa Cooper Wilkins <ul style="list-style-type: none"> <li>• The visit occurred on October 3, 2022</li> <li>• AVC Rayz made it possible to turn the meeting into a hybrid meeting. Next visit will be on November 14</li> <li>• Summary of the initial visit, they will work on “menu of options”</li> <li>• Summary of initial visit will be shared once it is available</li> </ul> <p>No public comments.</p>
9	New Business	
	a) a. Administrative Role Updates (Information) <ul style="list-style-type: none"> <li>• Dean of Enrollment Services/Sr. Registrar</li> <li>• Associate Dean of Student Completion</li> </ul>	Lisa Cooper Wilkins <p>Upgrades in Student Affairs</p> <ul style="list-style-type: none"> <li>• Changing the current Associate Dean to make a full Dean’s position. Newly added responsibilities: International office, PSDO. This position will be reporting directly to the VC of Student Affairs</li> <li>• Current org chart will be update</li> </ul> <p>Question from Stephanie Chenard: was there a rubric that was used?            Answer from Lisa Cooper Wilkins: there is no rubric in place for the positions that are being promoted</p> <ul style="list-style-type: none"> <li>• How we can improve student experiences</li> <li>• Leveraging the existing position</li> <li>• Making changes to this position allows to make</li> </ul> <p>Comments from Mitra Sapienza:            Job Duties            Supports an innovative culture of culturally responsive, inclusive and anti-racist practices as it relates to student success with an awareness of student equity gaps.</p>

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		<p>Participates in ongoing diversity, equity, and inclusion trainings to center pedagogy.</p> <p>Desired Qualifications</p> <p>Evidence of successful teaching experience at the university or college level using culturally responsive leadership that leads to equitable outcomes for all students.</p> <p>Demonstrated experience, commitment, and knowledge of inequities in higher education and rectifying policies and processes that restrict access for historically minoritized and under-served students.</p> <p>No public comments.</p>
	<p>b) Communicable Disease AP 2.23 <a href="#">LINK</a></p>	<p>Mario Vasquez</p> <p>More information is available <a href="#">LINK</a></p> <ul style="list-style-type: none"> <li>• There were some changes made toward the end of Spring semester</li> <li>• Some recommendations were made by Health and Safety Committee</li> <li>• Health and Safety Committee – Monday, October 17, 2022, 3:30 – 5 pm</li> <li>• Required Testing section: the recommendations was to remove the existing language and refer to the local State and Federal Government guidelines</li> <li>• Current policy: mask required indoors</li> <li>• Enforcement section: student and employees may be asked to show proof of ID. Will be discussed and reviews.</li> </ul> <p>Comment from Michael Snider: it is difficult to find free testing sites as insurances don't cover that cost.</p> <p>No public comments.</p>

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	c) Institutional Self Evaluation Report (ISER) for Accreditation (First Read) Discussion <a href="#">ISER sections</a>	Kristin Charles <ul style="list-style-type: none"> <li>• ISER sections are available on the accreditation website: <a href="http://ccsf.edu/accreditation">ccsf.edu/accreditation</a></li> <li>• These board policies reflect the practices</li> <li>• Re: Accreditation - still accepting feedback on the ISER via the form on the accreditation website.</li> </ul> Comment from Sheri Miraglia: Here isa a direct link to the ISER feedback form: <a href="#">LINK</a>  No public comments.
	d) BP/AP (First Read) <a href="#">LINK</a> <ul style="list-style-type: none"> <li>• BP/AP - Degrees and Certificates</li> <li>• BP/AP – Nursing Programs</li> </ul>	Tom Boegel <ul style="list-style-type: none"> <li>• These board policies and administrative procedures were developed and approved by the Education Policies Committee and reviewed and endorsed by the Academic Senate in the Spring semester</li> <li>• Laying some groundwork for potential future curricular activity, refers to a Bachelor Science degree. There has been work at the State level to allow community colleges to grant Bachelor’s degrees.</li> <li>• CCSF is required to have a board policy with regards to the admission processes that the nursing programs use</li> <li>• This policy reflects that these nursing programs have used for a number of years</li> <li>• Recommended change to the number, was recommended to move from the Chapter 5 to Chapter 6 (5.06 was replaced with 6.32)</li> </ul>  No public comments.
10	Standing Committee Reports	

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	<ul style="list-style-type: none"> <li>• Enrollment Management Committee</li> </ul>	<p>Geisce Ly/Wynd Kaufmyn</p> <ul style="list-style-type: none"> <li>• Had the first listening session on August 18<sup>th</sup></li> <li>• Second meeting was an official business meeting last month, September 15<sup>th</sup>, started talking about the EMC objectives</li> <li>• Will be updating the EMC website to reflect current members.</li> </ul> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Include the idea that EMC needs to use enrollment and waitlist data</li> <li>• Will keep objectives to prioritize closing the opportunity gaps, especially for Black and African American students and other disproportionately impacted populations</li> <li>• Hoping to increase enrollment and decrease opportunity gaps</li> <li>• Biggest projects this year is to get a lot of collective input to draft an enrollment management 2023-2026</li> <li>• Will work on the EM plan in terms of how we can stabilize the college and grow</li> <li>• Next meeting is on October 20, 2022</li> <li>• Received a lot of feedback about student experience</li> </ul> <p>Question from Rosario Villasana: does the EMC work with the Registration Office?  Answer form Geisce Le: EMC is working with Monika Liu and other subgroups</p> <p>Mitra Sapienza thanked Geisce Ly and Wynd Kaufmyn.</p> <p>Question from Heather Brandt: subcommittees that are a branch of Enrollment Management  Answer from Geisce Ly: There are Ad Hoc committees</p> <ul style="list-style-type: none"> <li>○ Student Support strategies</li> <li>○ Technology committee</li> </ul>



No	Item	Discussion/Outcome
	<ul style="list-style-type: none"> <li>• Facilities Committee</li> </ul>	<ul style="list-style-type: none"> <li>○ Marketing committee</li> </ul> <p>Heather Brandt voted to extend time by 5 min, seconded by Linda Liu. Item extended to 5 minutes.</p> <p>Alberto Vasquez</p> <ul style="list-style-type: none"> <li>• Diego Rivera theater – the architect reached the design milestone. At the final stage of approval</li> <li>• Student Success building – waiting for final approval. Also have interim approval for some relocation efforts as the Conlan building needs to be vacated</li> <li>• Ongoing questions about buildings hours and work order system</li> <li>• Construction of the website, updating the campus, finalizing that</li> <li>• Campus map with new buildings will be available on the website</li> <li>• Will be able to communicate any ongoing activities and improve the communication</li> </ul> <p>Question from Rosario Villasana: What is the procedure to ensure that buildings are open when classes are scheduled? Answer: will put a signage on the north side door of MUB and ensure that the doors are open</p> <p>Question from Michael Snider: Creative Arts Building restroom status update? Answer: partitions were installed. Working on the third floor and should be open in a few weeks</p>

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	<ul style="list-style-type: none"> <li>• Health and Safety Committee</li> </ul>	<p>No public comments.</p> <p>Mario Vasquez</p> <ul style="list-style-type: none"> <li>• Next Health and Safety Committee meeting will be on October 17, 3:30 – 5 pm</li> </ul> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Finalizing the emergency operation plans updates <ul style="list-style-type: none"> <li>○ Knowledge saves life was contracted last January</li> <li>○ Emergency response team will be trained</li> </ul> </li> <li>• Ensure adequate training for emergency response team</li> <li>• Continue providing feedback on COVID-19 vaccine mandate</li> <li>• The police Department opens at 7:00 AM</li> </ul> <p>No public comments.</p>
11	Future Agenda Item	Mitra Sapienza suggested to bring to the agenda review the following item: streamlining internal communication/ announcements.
12	Adjournment	Motion to adjourn the meeting, moved by Heather Brandt and seconded by Stephanie Chenard. Meeting adjourned at 5:24 PM

**PGC Meeting**  
**Summary of Actions Taken on October 6, 2022**

<b>Agenda Item</b>	<b>Action Taken</b>
Board Policies Chapter 2 and 3	Moved to the Chancellor for review
IEPI Visit on October 3, 2022	Information item only
Administrative Role Updates	Information item only
Enrollment Management Committee	Information item only
Facilities Committee	Information item only
Health and Safety Committee	Information item only

**Unfinished Business:**

<b>Agenda Item</b>	<b>Action Taken</b>
Communicable Disease AP 2.23	The item will come back for Second Read
Institutional Self Evaluation Report (ISER) for Accreditation (First Read) Discussion	The item will come back for Second Read
BP/AP Degrees and Certificates/Nursing Programs	The item will come back for Second Read

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<b>Agenda Item</b>	<b>Action Taken</b>
Streamlining Internal Communication/ Announcements	Bring to the PGC Agenda review for discussion

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