



The Academic Senate

CITY COLLEGE OF SAN FRANCISCO

50 Frida Kahlo Way, Box E-202, San Francisco, CA 94112 (415) 239-3611 Fax (415) 452-5115
www.ccsf.edu/academic-senate email: msapienz@ccsf.edu

Curriculum • Degree Requirements • Grading Policies • Program Development • Student Prep & Success • Governance
Accreditation • Professional Development • Program Review • Planning & Budgeting Process • Others as agreed

Copies of the Final Agenda, Resolutions and Materials for the February 22, 2022 meeting can be found in the [February 22 Meeting Materials](#) folder.

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CCSF Academic Senate Executive Council Minutes & [Sound Recording](#)

Wednesday, March 8, 2023, 2:30-5:00pm

Via Zoom

<https://ccsf-edu.zoom.us/j/98935746783>

Council Members Present: Monica Bosson, Matt Duckworth, Malcolm Hillan, Wynd Kaufmyn, Kimberly Keenan, Jesse Kolber, Sheri Miraglia, Madeline Mueller, Ronald Page II, Lisa Romano, Mitra Sapienza, Nuala Sheetz, Michele Sieglitz, Chad Stephenson, Frederick Teti, Katryn Wiese, Jib Wongprassert.

Council Members Absent: Adam d'Aquisto, Kate Frei (leave of absence), Tom Kennedy, Caroline Priestley (leave of absence), Lou Schubert

Other Senate Members Present: Landi Ehnli, Simon Hanson, Jennifer Kienzle, Andrew King, Craig Kleinman, Ying Liu, Joe Reyes, Elizabeth Smith

Guests: Dr. Tessa Brown, Dr. Ramona Coates, Megan Corry, Chancellor David Martin

I. Call to Order 2:35 (3min)

A. We acknowledge that we are on the unceded, ancestral homeland of the Ramaytush Ohlone who are the original inhabitants of the San Francisco Peninsula. As the indigenous stewards of this land and in accordance with their traditions, the Ramaytush Ohlone have never ceded, lost nor forgotten their responsibilities as the caretakers of this place, as well as for all peoples who reside in their traditional territory. As guests, we recognize that we benefit from living and working on their traditional homeland. We wish to pay our respects

by acknowledging the ancestors, elders and relatives of the Ramaytush Community and by affirming their sovereign rights as First Peoples.

- Recognize your own indigenous land settlement at <https://native-land.ca>
- <https://www.ramaytush.org/donate.html>
- <https://sogoreate-landtrust.org/donate/>

II. Adoption of Agenda 2:38 (2min)

III. Public Comment 2:40 (10 min)

- **Simon Hanson:** In October 2001, the Council adopted a resolution regarding administrator evaluations. That resolution said we would have a year to work on this. After that year passed, we heard in a report in January that there was a delay. The administrators are then renewed over the summer when the faculty is not meeting as a council.. This is not to be antagonistic but an ask for help that this issue does not disappear.

 Resolution 2021.10.27.5E DCC Resolution on Administrator Evaluation

- **Fred Teti:** Education Policies Committee meeting on Monday March 13th at 1pm. We will be discussing policies on materials fees, academic freedom, departmental probation and credit for internal baccalaureate scores. Write to Fred for Zoom link.
- **Wynd Kaufmyn:** I went to the grief and healing workshop. I was pleasantly surprised. Ned was an excellent facilitator. At one point, someone said “we have 100 people here- we should start doing something about this instead of just grieving it” and I wanted to just make that report.
- **Mitra Sapienza:** Just for the record the senate shared the cost with the district.
- **Chad Stephenson:** Work of the Ease Committee is continuing. There is a tri-chair system for this workgroup- faculty, classified, administrator. It will be my last time working on this workgroup this year. It’s very inspiring to be on this committee. We have revived the practice of going to each Center location to look at how the services have been revised and/or continued during and after the pandemic. Chinatown is particularly successful and I wanted to celebrate and appreciate the student services that are going there. In some cases, the staff are speaking 6-7 languages to support the students there. I wanted to celebrate something positive outside the Ocean campus.

IV. Reports 2:50

- Chancellor’s Report (10 min)
 - Parking: we lost unfiltered access to the upper reservoir during the Winter break. They are charging \$6.50/day currently. We are going to reduce the daily rate to \$5. We are

currently working on the MOU and hopefully we will have this complete by end of Spring Break.

- Regarding a parking structure, we are going to talk with a transportation firm to talk about different structures, costs and timelines. We will lose 1800 spaces by 2024.
- We have to do another feasibility study, look at different options for costs and timeline.
- Position Control and Budget work: Carrie Wilheight, former Dean of Payroll Services has offered to help us clean up our payroll system and Position Control reports. We're trying to make sure our current employees are coded properly.
- Board sub-committee meeting: we do have 3 bids for the Boiler Project as well as Student Health transformer. We hope to have this approved by March 23rd BOT meeting so contractors can start their work soon thereafter.
- Degree Works: Students can now access Degree Works from their cell phones. The "What If" scenario has been upgraded in the software to help students select different degrees to help map their pathway.
- Program Review Update: We've awarded approximately 720K of funding as of today. The final step is to have a debrief to work on improving the process for next year. If you want to be part of the planning for next year, reach out for an upcoming meeting.
- FPAC Update: final meeting scheduled for next week to look at scoring and next steps on getting those positions funded.
- New Construction Website Update: You can track the STEAM building and other projects at the college from our home page. On the top right of the selection menu, you can go to "Other Projects" to track projects at college. Please reach out to Steven Brown or AVC Alberto Vasquez if a project seems to be missing.
- Student Success & Policy sub-committee and Facilities sub-committee will be taking up with the BOT the Resolution to rename a building after Supervisor Harry Brit.
- We're talking about re-opening Non-Credit Culinary program at the Northbeach/Chinatown location.
- Wynd Kaufmyn: Why did you emphasize the non-profit nature of the developer at the lower reservoir when it's a public-private partnership?
- David Martin: It was intended to communicate anything

specific. I agree with your comments 100%. The deed documents are in the name of a non-profit entity but the project is a public-private partnership. I can be more mindful of the communications moving forward..

- Madeline Muller: The BOT is going to have an update on the heating problems at the BOT meeting. But do we have a date for boilers at Arts buildings and Science building at Ocean campus?
- David Martin: We don't have a definitive date at this point because it has become a multi-step process. We have to address the leaking pipes first. The current systems have to be redesigned and be redone. We hope to have the bid out by the end of the semester.
- Katryn Wiese: What is the update on the emergency exit in the Science building. It is to my horror to hear that the Science building is not going to get heat for the rest of the semester. The science labs are sometimes as long as 3 hours. I don't want to complain. I would like to collectively gather resources to help. We have to solve this problem in the interim.
- David Martin: We have a quote from the door manufacturer and we hope to have the contractor come to do the repair work on the emergency exit door in the next week. In respects to the heat, it does appear that this is going to take a few months, potentially. We're still assessing the problem related to the leaks in the pipes. Our contractors are still trying to figure out how big the pipe replacement part of the job needs to be.
- Katryn Wiese: I'd like to see some of our colleagues in Health & Safety collaborate efforts to deal with this situation and recognize this emergency.
- Simon Hanson: There is a resounding lack of leadership on the issue of the heat. I've had to cancel classes because of the lack of heat. Are we starting from scratch on the parking faculty or is this going to expand the other planning we have done in the past regarding the parking structure.
- David Martin: I don't believe this is going to redo the Facilities Masterplan. I think those documents are still relevant and meaningful today. We have to put a cost estimate with today's dollars on the older proposal.

- Officers Reports (15 min)
 - [President's report](#)
 - We have a new State Chancellor- Sonia Christianson.
 - Nominations are due today for Senators
 - We are still looking for two faculty to serve on hiring committees.
 - We're also having conversations about moving old webpages to the new website.
 - Supplemental Program Review: 23 of 26 from the Student Equity Strategy Committee were ranked and approved. We're hoping to get Board Approval for state-restricted travel to Louisiana, given the uniqueness of the experience.
 - I had the honor to read the Resolution to Honor Lauren Muller at her memorial last week which we also discussed in Collegial Consultation.
 - We are continuing to bring up heating solutions/mitigations and facilities issues. We are also discussing our need for meeting spaces and technological support for meetings.
 - We will be having a Program Review Supplemental Allocation reflection with leads of the Committee that the Chancellor will be facilitating.
 - FPAC: we will also be discussing getting clarity on the authority of that group and make those updates and resources available.
 - Sunday March 12th from 11-5pm 16th "CCSF Mexica New Year" Street Fair in front of Mission Campus
 - **Vice-President, Sheri Miraglia:**
 - It would be ideal if the next chair of DLAC would be a council member as well. If you're interested in online learning this would be a great opportunity.
 - We're getting very close to the college-wide accreditation forums. They are going to be looking very closely at our ISER and bringing us core inquiries. You're always welcome to our Accreditation Steering Committee.
 - **Secretary, Michele Sieglitz:**
 - Gave an update on ASEC Meet & Greet at Ocean Ale House on Wednesday May 10th 5:30-7:30pm after ASEC meeting.

- AFT2121 check in report (5 min)
 - Mary Bravewoman: One last call out for the bargaining survey. We're missing our Part-timers in this input. We still want to get feedback from as many members and non-members as we can.
https://docs.google.com/forms/d/1JfSYRb3MFRjg6mJYvBUPNRaNgLslYWCrSxUKdvjfgJ4/viewform?edit_requested=true
 - We did have our first bargaining session of the semester this past Monday. It was a little disappointing because the full bargaining team was not present. We couldn't talk about anything related to finances.
 - We did talk about healthcare. We asked to lower the threshold to .4 for all part-timer but would bring money to the college to offset the costs.
 - We're also bargaining for full concessions for the faculty paycut between 2021-2022.
 - Michele Sieglitz: asked if the bargaining for concessions also included backpay to those faculty who were terminated.
 - Mary Bravewoman did not have an answer but agreed it was important to focus on that. (She updated that this was included in the bargaining in the chat.)
- ASEC Election Commissioner Report (5min)
 - We have **2 nominees out of 18** who have been nominated to the executive council
 - Simon described the Constitutional limits saying that we only have until March 10th to nominate. We just need someone to raise their hand and self-nominate. If we do not step up then we will have a much smaller council.
 - No more than 3 council member per department except for ESL which gets 6.
 - Katryn Wiese: we have a couple of rules that limit who can serve but we have a bunch of people who can't serve anymore if people are forced to cycle out. Is it at all possible, given our bylaws, to suspend that rule?
 - Simon Hanson: I just had that same conversation with Sheri and Joe this week. We need to follow the process but let's follow the process and think about it before we get to a place of emergency.
 - Michele Sieglitz: if you still have the privilege of being employed by the college, please consider running or

nominating a colleague. If we don't have a full council, we will diminish the faculty voice.

- Sheri Miraglia: If we go with the current number, we will have only 13 council members. The other part is we're losing a lot of experienced council members. We'd be better off extending term limits at least temporarily. Can we put this back on the agenda for our next council meeting?
- Landi Ehnle: this happened in the Curriculum Committee too. The CC suspended all the rules until the college stabilizes as a "pilot". Perhaps you all can try it too and revisit it in a year. As a part-timer, I have a lot of requests of my time, my uncompensated work product. This happened in my department too. Our chair is basically begging us to do the work of those who were let go. How can we carry on with upholding the work of the college with people doing things out of the goodness of their hearts?
- Mitra Sapienza: if we're in the spirit of suspending bylaws, then we may also want to commit to keeping our meetings hybrid. This may be helpful.
- Chad Stephenson: the power of this body is that it is made up of committees. Even one person can look inside each of the committees to see who might be nominated. What we are seeing in the Non-Credit Committee is that it is being dominated by administrators. What about combining committees to free up time for those who could join the ASEC? I will be bringing this to my committee next week.
- Simon Hanson expressed a point of order and his concern that the report is being turned into a discussion which should be properly agendaized
- Mitra Sapienza reiterated that Sheri would be creating an agenda item for the next meeting.
- Simon Hanson wants to end the report by saying that we have ONE MORE WEEK to get more people involved to get more than two nominees. Please help.
- Motion to bring this back to our March 22nd meeting to discuss. Seconded by Nuala Sheetz.
- Mitra Sapienza: this will come back in our March 22nd meeting for an official agendaized item to discuss.

- Committee on Committees report (5 min)

V. Consent Agenda 3:30 (5 min)

A. Approval of Minutes from [February 22, 2023](#)

Resolution 2023.03.08.5A

Approval of Minutes: February 22, 2023

Resolved, that the Executive Council approved the Minutes for [February 22, 2023](#).

Adopted by consent.

B. Approval of Committee Appointments

Resolution 2023.03.08.5B

Appointments to Committees, Task Forces, Work Groups

Nominations to Committees with Unlimited membership

Noncredit Adult Education Committee

Anna Lisa Helmy (ESL) - new appointment

Nominations to Committees with Limited membership

Registration and Enrollment Committee

Ying Liu (Biology) - reappointment

Student Equity Strategies Committee (SESC)

Lily Lum (Math) - reappointment

CSU/UC Breadth

Angelina Fa (ASAM) - reappointment

SMEE

Jessica Buchsbaum - reappointment

Adopted by Consensus.

VI. Old Business 3:40

A. Sunshining College-wide Faculty Leadership opportunities with reassigned time (10mins) – second read, discussion and potential vote

- Mitra Sapienza: the concept is to codify the process and be fully transparent with committee appointments.
- Sheri Miraglia: Made a motion to endorse. Seconded by Ron Page.
- Nuala Sheetz: just a comment that this may restrict people even further from serving as voting members for these position.

- Mitra Sapienza: we are suggesting that coordinators are expected to serve as “Resource Members” not “Voting Members”.
 - Nuala Sheetz: Is that a requirement or merely a suggestion?
 - Mitra Sapienza: One size does not fit all. It may not be in our best interest to have strict requirements for Coordinator positions. Because Coordinators often work with Administrators, we want to make sure that we are following 10+1 guidelines.
 - Katryn Wiese: I was going to confirm that it’s important that coordinators don’t have a conflict of interest and are guided by the committees, not making decisions for them.
 - Mitra Sapienza: stated that the wording was designed to give some flexibility by saying Coordinators will not “typically “ be voting members of Committees.
1. [Draft Faculty Coordination Process](#)
 - a) [Faculty Coordinator Job Description Template](#)
 2. [ASEC DRAFT Budget and Planning Calendar](#)

**Resolution 2023.03.08.6A
Process**

Approval of Faculty Coordination Appointment

Resolved, That the Academic Senate Executive Council approves the [Faculty Coordination Appointment Process](#)

Adopted by CONSENSUS.

VII. New Business 3:50

- A. [Committee Referral: Clarification and Possible Reconsideration of the Online Training Resolution](#) and Endorsement of “approved DEA” definition, (10mins) – Fred Teti, first read, discussion, referral to DLAC ([Resolution 2022.03.09.6A -- Separating Distance Education Addenda Development from Online Training](#))
 - IOTL has been opened.
 - In Spring 2023, it was decided by the DLAC Committee that the course needed to have an active DEA. This has proven to be a large obstacle. The document just says “approved” not “active”.
 - I went to DLAC to see if we could create a definition of what “approved” means.
 - Katryn Wiese: asked for clarification if the resolution is coming from DLAC or Fred?
 - Fred confirmed that the resolution was coming from him.
 - Katryn Wiese confirmed that the reason the DEA requirement was implemented was when there were not enough spaces for training as there

were applicants. I think we should reword the resolution but we should have DLAC sign off on this.

- Motion to endorse by ??, Seconded by Monica Bosson
- Voted on UNANIMOUSLY

Resolution 2023.03.08.7A

Approved DEA in Resolution 2022.03.09.6A

Resolved, that the CCSF Academic Senate Executive Council clarify that “approved DEA” in the 3rd body clause of [Resolution 2022.03.09.6A](#) means that the DEA is at least at the “post tech review” level in CurriQunet.

Adopted by Consensus

- B. [Centering Inclusion and Access to Local Academic Senate meetings](#) resolution for state Academic Senate (ASCCC) (10mins) – Mitra Sapienza, first read, discussion, potential vote
- Our Resolves are that we allow for more flexibility in meeting modalities.
 - We’re also asking for resources/technology
 - We’re asking for new legislation from the State Senate.
 - Sheri Miraglia: It’s going to continue to evolve after it gets discussed at the Area B meeting and with other groups. We have to vote for the “spirit” of an evolving document.
 - Madeline Mueller: it’s long overdue. I’m glad to see it and can I endorse?
 - Fred Teti clarified that we are still discussing it.
 - Monica Bosson: asked Fred to clarify when ASEC voted to follow the Brown Act.
 - Fred Teti: the senate never voted to follow the Brown Act. It was a legal decision imposed upon us. We have no choice.
 - Craig Kleinman: I wanted to thank Mitra and Sheri for doing this work and working with me so wonderfully. The CC was very engaged in the discussions prior to the registration draft and after discussion. The support was unanimous.
 - Mitra Sapienza: this has been shared with some of our local Bay Area Academic Senates and we have a lot of support.
 - Michele Sieglitz: asked if this would be in perpetuity or just temporary.
 - Mitra Sapienza clarified it would be in perpetuity.

- Madeline Muller motioned to endorse. Matthew Duckworth seconded.
- Passed by ACCLIMATION

Resolution 2023.03.08.7B Centering Inclusion and Access to Local Academic Senate meetings to the Academic Senate for California Community College (ASCCC)

Resolved, That the CCSF Academic Senate endorses moving the [Resolution Centering Inclusion and Access to Local Academic Senate meetings to the Academic Senate for California Community College \(ASCCC\)](#) through Area B and the Spring 2023 ASCCC Plenary.

Adopted by Consensus

- C. [OER Coordinator job description](#) (10mins) – Ying Liu, first read, discussion
- This was originally one position but now it has been broken into two positions for OER and Library. .8 Reassign time total for both positions.
 - We had 111 faculty attend our OER Workshop at Flex Day yesterday.
 - Sections will be marked as OER or ZTC when students go to register.
 - Library Coordinator will be dealing with Copyright and Licenses.
 - Send applications to ASEC President and Supervisor
 - Katryn Wiese: asked for clarification on the term “faculty”.
 - Chad Stephenson suggested “OER Librarian” or Librarian Co-coordinator”. Dean School of Library, Academic Resources, Educational Technology, and Online Programs. Maybe the start date should be separate from application date.
 - Nuala Sheetz: where is the funding coming from. Can you give more information about the budgeting and funding.
 - Yong Liu: Originally we didn’t know how much of the funding would be coming in from ZTC funding. A large portion of the funding would be coming from ZTC.
 - Nuala Sheetz advocated for funding for Non-Credit with AEP budgets
- D. [Equity coordinator job description](#) (10mins) – Dr. Tessa Brown, first read, discussion
- E. [Equity PD coordinator job description](#) (10mins) – Dr. Tessa Brown, first read, discussion
- Monica Bosson: I wanted to acknowledge that Kyle Hill did a great job and I miss him. He was my office mate.

VIII. Adjournment (5:00pm)