



The Academic Senate

CITY COLLEGE OF SAN FRANCISCO

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

CCSF Academic Senate Executive Council Minutes FINAL

Wednesday, November 15, 2017, 2:30-5:00p.m.

Ocean Campus, MUB 140

2017-18 Council Members Present: Loren Bell, Monica Bosson, Kimiyoshi Inomata, Thomas Kennedy, Mandy Liang, Alexis Litzky, Danyelle Marshall, Antonio Martinez, Sheila McFarland, Carole Meagher, Madeline Mueller, Marie Osborne, Joseph Reyes, Marc Santamaria, Louis Schubert, Mike Solow, Coni Staff, Fred Teti, Rosario Villasana

2017-18 Council Members Absent: Jacques Arceneaux (on leave), Neela Chatterjee, Verónica Feliu, Pablo Rodriguez

Other Senate Members Present: Kim Ginther-Webster, Christopher Howe, Mitra Sapienza, Leslie Simon, Michelle Simotas

Guests: Deanna Abma, John Rizzo

I. Call to Order, 2:30

II. Adoption of Agenda

Agenda adopted.

III. Officers' Reports

President Liang provided a written report (Appendix A) and briefly reported that:

- There is a copy of the Officer's letter that has been signed by the Chancellor as the new MOU.

First Vice-President Teti provided a written report (Appendix B) and briefly reported that:

- There are no new faculty travel updates. Fred will meet with Cynthia Dewar to clean up any loose ends.
- There is a new transcript symbol (EW – Excused Withdrawal) coming from the Board of Governors. It's nice because it doesn't count against a student based on the number of withdrawals they already have.
- There are upcoming parties! The Chancellor will host a party on December 14th from 2-4pm, right before the Board of Trustees meeting.

Second Vice-President Staff reported that:

- There have been a number of meetings that the Officer's have been attending lately to keep up with the amount and pace of work.

Secretary Litzky reported that:

- No report at this time.

IV. Chancellor's Report

Dr. Rocha expressed his gratitude to the council for all the work that the faculty is doing at CCSF.

President Liang asked the Chancellor to respond to 3 questions:

1. What are your thoughts on the composition of the Budget Committee?

The Chancellor feels that key faculty and staff leaders need to be included, and suggested that it also include the top executive position (or express designee) of each major constituency on campus (i.e. Academic Senate President, AFT 2121 President, etc). The Chair of the Committee should be the Chief Financial Officer, which right now would be David Martin. This is the person who can be held accountable for the deliverables associated with the committee charge. A council member suggested that a member of the Planning Committee be included. This committee will be a working committee, because they will have to create a specific work product by a time certain. It must be complete by May because it must go to the final Board Meeting in June.

The early work will include training with budget experts to orient the committee to various elements and expectations and help the committee deliberate. They will then complete 2 tasks that are crucial to the success of the committee. First, they will study the budget until they can publicly say that these numbers are accurate. This is an attempt to meet hyper-transparency for the college. Second, they will be charged with making priorities and recommendations for the actual budget.

2. What are upcoming proposals or Administrator changes you have to the organizational charts for the college?

The Chancellor said there is only one organizational chart for CCSF, and it is the one that has been approved by the Board of Trustees. There were some proposals floating around when the Chancellor first arrived, and he tried to stop those from moving forward because we cannot change our organizational charts without going through the appropriate path through shared governance.

If faculty are interested in following what's going on, the Board of Trustees agenda is a good place to start. In the last meeting the Chancellor shared a Concept Chart as a discussion item for the Communications Team. The only administrative positions that have been suggested (but not officially proposed) are for a Director of Emergency Preparedness and the existing Public Information Officer position will become a Director of Media Relations.

3. What is your vision for the "Path to 32,000 FTES"?

The Chancellor thanked the Council for the work on the Integrated Plan and Guided Pathways so far. The Chancellor acknowledged that this feels like a top-down policy, and that it can feel disconcerting. But also that he appreciates the action being taken to access the funding to help CCSF implement a program that makes sense here.

The primary solution to help CCSF is to grow our revenue. There has been an increase this year, due to actions like the reinstatement of the Fire and Police academies. There will be an aggressive spring and summer, and the goal is to get an increase of 2500 FTES each year for 5 years.

The Chancellor identified 3 major areas for improvement:

1. More comprehensive regional employment scan to see where the local economy is going, with the goal of adding new programs. For example, a Robotics program could focus on self-driving cars and drones.
2. AB19 is a new law that creates a Promise for full-time students from SFUSD to attend CCSF for free.
3. Online education will need to increase. There is a new Dean position in Distance Education to help grow this area of enrollment. This will help students take a 4th course to bring them up to a full-time student. It should act more like an enrollment complement rather than a destination for students. It will also act to help create more business continuity, especially in the face of a disaster such as the recent fires in Santa Rosa or earthquakes on the Peninsula.

The Chancellor expressed his excitement about all the bragging he receives about CCSF faculty, and thinks that we should have a Faculty newsletter that highlights specific accomplishments and publications from our Faculty.

The Council offered some feedback:

- A Counselor expressed their concern about having the resources to be able to matriculate new students through the college. For example, there are several centers and on the Ocean campus there is not enough support so that Counselors can do their work. At the Mission campus they have no classified staff support for the counselors. There was a request for additional resources to support students.
 - The Chancellor responded by saying that the Board has approved 48 new faculty positions, and that includes some Counselors. FPAC will approve another 25 positions to be hired this year for appointment in August 2018. There are also 115 Classified staff positions they are now filling.
- A Council member asked a question about how the Chancellor sees all of the elements of enrollment coming together.
 - The Chancellor said that some of the classified staff appointments will be in the Outreach department to help develop the High School recruitment and fulfill the Promise program.
- A Council member expressed a desire to bring back an end of the year party to help us have some of those relaxing and community building experiences on campus.
- A Council member expressed concern with the additional labor being pushed on full-time faculty. This increasing amount of work is a distraction from the primary function as instructors, librarians, and counselors. The council member asked to what degree faculty

workload and its limits are being brought into the planning process, and what can be done to make it realistic?

- The Chancellor said that some of this is being negotiated at the bargaining table right now with AFT 2121. The climate for these negotiations has been positive so far, and all of these issues have been sunshined and are on the negotiating table. This is part of what will help us develop a sense of trust within the college for the future.

V. Public Comment

- There was an update about the proposal to rename Phelan Ave. to Frida Kahlo Way. AFT 2121 and the Associated Students Council have both supported the proposal but the Classified Senate rejected the proposal. The Administrator's Association has not weighed in yet.
- There was a meeting yesterday with the PUC. They have passed a plan that they are going to put in the building for faculty housing, and expanding the other housing in the Balboa Reservoir.
- Last week the Full Time Caucus met with AFT 2121 leadership and a productive conversation was had about the low pay for FT Faculty.
- There was an announcement about the 7th Annual Festival of the Moving image, happening November 30th at the Roxie theater.
- There was a concern about the absence of Title IX training for new faculty on campus.

VI. Consent Agenda

Resolution 2017.11.15.01A Approval of Minutes: November 1, 2017

Resolved, that the Executive Council adopt the minutes for November 1, 2017.

Adopted by consent

Resolution 2017.11.15.01B Appointment of Maura Devlin-Clancy as the MakerSPHERE Coordinator from January 2018 to June 2018.

Resolved, that the Academic Senate appoint Maura Devlin-Clancy as the MakerSPHERE Coordinator (at 0.8 FTE funded by the MakerSPHERE Grant) from January 2018 to June 2018.

Adopted by consent

Resolution 2017.11.15.01C Updated Student Equity Strategies Committee Description

Whereas, the Student Equity Strategies Committee has voted to increase its Classified membership from 3 to 4 members; and

Whereas, the Student Equity Strategies Committee has voted to add "Read, review and rank proposals related to categorical student equity funding" to the committee

responsibilities; be it

Resolved, that the CCSF Academic Senate ratify the new Committee description reflecting the change from 3 to 4 Classified members; and

Further Resolved, that the CCSF Academic Senate ratify the new Committee description to add “Read, review and rank proposals related to categorical student equity funding” to the committee responsibilities.

Adopted by consent

VII. Appointments

Resolution 2017.11.15.02 Appointments to Committees and Task Forces

CTE Steering

Sheila McFarland, BEMA (reappointment)

Robert Del Vecchio, Engineering & Technology (reappointment)

Annette Peig, LVN (reappointment)

Noncredit issues

Allen Fung, Business (new appointment)

Melissa McPeters, TRST (reappointment)

Susan Lopez, ESL (reappointment)

SLO committee

Janet Carpenter, Art (reappointment)

Scholarship committee

Ben Machado, Biology (reappointment)

Stephan Swingle, Physics (reappointment)

Sustainability committee

Peggy Lopipero-Langmo, Biology (reappointment)

Joseph Cannon, Biology (reappointment)

Basic Skills

Carole Meagher, Business (reappointment)

Kristin Smith, English (reappointment)

Gregory Keech, ESL (reappointment)

Laura Walsh, ESL (reappointment)

John Gravener, English (reappointment)

Career and Transfer Pathways Committee

Michelle Simotas, English (reappointment)

Concert and Lecture Committee

Pamela Kamatani, Music (reappointment)

Registration and Enrollment Committee

Darlene Alioto, Social Sciences (reappointment)

Marie Osborne, NSCD (reappointment)

Faculty Professional Development Activities Committee

Nathan Feingersh-Steele, Communication Studies (reappointment)

Students Grade & File Review

Karin Hu, Behavioral Science (reappointment)

Ed Policies Committee

Dennis Mullen, Business (reappointment)

Matriculation Advisory Committee

Karen Cox, English (reappointment)

Diversity Committee

Danyelle Marshall, CSCD (reappointment)

Gayle Kit-Lim Tang, Health Education (reappointment)

Early Alert Group

Kathleen Marquez, CSCD (new appointment)

Enrollment Management

Carole Meagher, Business (reappointment)

Planning Committee

Loren Bell, English (reappointment)

Guided Pathways Task Force

Michelle Simotas, English (new appointment)

Alexis Litzky, Communication Studies (new appointment)

Coni Staff, PE & Dance (new appointment)

Melissa McPeters, TRST (new appointment)

Lisa Velarde, Library (new appointment)

Lenny Carlson, Music (new appointment)

Erlinda Legaspi, English/Matriculation (new appointment)

Marnitha Haynes-Barnes, New Student Counseling Department (new appointment)

Jimmy Ly, Continuing Student Counseling Department (new appointment)

John Salangasang, Continuing Student Counseling Department (new appointment, alternate)

Nixora Ferman, New Student Counseling Department (new appointment, alternate)

Information Technology Advisory Committee

Allen Fung, Business (new appointment, alternate)

Moved: Louis Schubert; Seconded: Joseph Reyes
MC, Abstentions: Alexis Litzky, Coni Staff, Loren Bell, Carole Meagher, Marie Osborne, Sheila McFarland, Danyelle Marshall
Not present: Jacques Arceneaux, Neela Chatterjee, Verónica Feliu, Pablo Rodriguez

VIII. Reports

A. Student Equity Strategies Committee Report

Mitra Sapienza updated the Council about Student Equity Strategies Committee. The Student Equities Strategies Committee meets once per month, and there are updated goals and objectives. This year they will be officially reviewing and ranking resource requests (which was not included before) and they have revised the rubric for equity funding requests through program review.

This semester there have been 3 workshops (2 at Ocean, 1 at Mission) to support departments during Annual Review. There are also tutoring and mentoring workshops to attract as many interested programs as possible. They have been meeting with Project leads for this and next year (there are currently 80 projects). The team is also building with the addition of Tessa-Henderson Brown as the Associate Dean.

B. Faculty Professional Development Coordinator Report

Chris Howe updated the Council about what projects and programs are underway in Faculty Development. There are a number of highlights available in the written report. Howe highlighted a few important bullet points:

- There are some new tutorials about various faculty perks (such as Commuter Benefits).
- Howe is working with HR to see if there can be online video orientations for new faculty.
- The committee is exploring a One-Book-Club program for the campus.
- There are potential awards and nominations for Faculty Recognition to help spotlight individuals and entire programs across the college.
- There is a desire for campus-wide departmental databases to share materials and connect teachers together with resources.

There were a few comments from the Council:

- There was a suggestion to look at the history of recognition programs on large campuses, it can be hard to capture everything happening.
- There was a question about ACUE and the time commitment. Howe clarified that there might be a stipend or offer reassigned time to help balance that work for faculty.

C. Legislative Liaison Report

President Liang referred the Council to their packets and the last email from the President about details from the Plenary and the Liaison report. A specific highlight from President Liang is that there seems to be an ongoing issue about the absence of consultation between the

State Academic Senate and the State Chancellor’s office, as reflected in the resolutions passed at the Plenary.

IX. Unfinished Business

A. Senate Goals – “Plus 1”

First Vice President Teti oriented the Council to the process of formalizing various Plus 1 items with the District. There was a concern about what vehicle will be used to cement this process with the District, as the law indicates we should go directly to the Board rather than the Chancellor.

There was a brief discussion about Faculty Travel Guidelines as a “Plus 1” area. There has been a new request by the Chancellor for Vice Chancellor approval for out-of-state travel. These guidelines indicate the specific needs for VC approval, which do not include anything about travel out-of-state.

President Liang asked the Council about their thoughts on the Administrator Evaluations. Since it was an existing MOU that was suspended, the Council asked to see the original MOU as a starting point for discussion.

Resolution 2017.11.15.03 Retired Faculty Privileges PASSES

Whereas, Title 5 §53200(c)(11) provides for collegial consultation (as defined in Title 5 §53200(d)) on “other academic and professional matters as are mutually agreed upon between the governing board and the academic senate”; and

Whereas, the faculty union AFT 2121 has negotiated health benefits and email privileges for retired faculty but might not be in a position to negotiate other types of benefits for retirees; be it therefore

Resolved, that the CCSF Academic Senate ask the Board to agree that “Retiree Benefits (not within Union purview)” is an academic and professional matter under Title 5 §53200(c)(11) with details determined by mutual agreement (as defined in Title 5 §53200(d)); and be it further

Resolved, that, upon such Board agreement, the CCSF Academic Senate ask that the AP2.08 be amended accordingly; and be it finally

Resolved, that, upon such amendment, the CCSF Academic Senate will pursue a mutual agreement with the District that includes (but is not necessarily limited to) extending parking permit benefits to retirees.

Moved: Monica Bosson; Seconded: Rosario Villasana

Motion Carries Unanimously, Abstentions: None.

Not present: Jacques Arceneaux, Neela Chatterjee, Verónica Feliu, Pablo Rodriguez, Louis Schubert, Marie Osborne, Thomas Kennedy, Marc Santamaria

X. New Business

A. Area B Second Semester Composition Addition

Dean Abma and Curriculum Committee Chair Kim Ginther-Webster oriented the Council to the resolution and the history of English transfer grades. A council member indicated that this applied to a very small number of students per year, and this resolution will remove an unnecessary stumbling block for our students.

Resolution: 2017.11.15.04 Area B Second Semester Composition Addition

Whereas, The Area B Written Composition graduation requirement is limited to a C or better grade in ENGL 1A, or specific scores on the Advanced Placement Examination,

Whereas, Students seeking degrees at CCSF cannot meet the CCSF Area B requirement if they have a C minus passing grade in an ENGL 1A equivalent, even if they get a C or better grade in a second-semester composition course equivalent to ENGL 1B or 1C

Whereas, The CCSF Math graduation requirement states "Completing at an accredited college with a grade of "C" or higher any mathematics course equivalent to MATH 60, or equivalent to a higher level CCSF mathematics course."

Whereas, The Curriculum Committee, after consultation with the English and Communication Studies departments, recommends adding the following alternative to the Area B requirement:
3. Completing with a grade of C or higher any accredited second semester English composition course approved as equivalent to CCSF's English 1B or 1C or to Communications Studies 2;

Be it resolved, the Academic Senate recommends the following revision of the Area B Written Composition graduation requirement:

Area B: Written Composition Requirement

Upon completion of this coursework, a student will be able to:

1. read critically to annotate, analyze, synthesize, and evaluate primarily non-fiction, college-level texts.
2. compose organized and coherent source-based essays that demonstrate critical thinking and rhetorical strategies.
3. demonstrate control over all major conventions of standard English grammar and punctuation.
4. select and integrate reliable, credible, and scholarly sources to support essays, using a standardized citation format.

The student may satisfy the graduation requirement in Written Composition and information competency in one of these three ways:

1. Completing English 1A with a grade of C or higher

2. Scoring:

- 3, 4 or 5 on the Advanced Placement Examination in Language & Composition; or
- 3, 4 or 5 on the Advanced Placement Examination in Literature and Language. While English 1A satisfies this requirement, students intending to transfer to a four-year institution may need to complete an additional critical thinking course

3. Completing with a grade of C or higher any accredited second semester English composition course approved as equivalent to CCSF's English 1B or 1C or to Communications Studies 2.

Moved: Monica Bosson; Seconded: Loren Bell

Motion Carries Unanimously, Abstentions: None.

Not present: Jacques Arceneaux, Neela Chatterjee, Verónica Feliu, Pablo Rodriguez, Louis Schubert, Marc Santamaria

B. BP/AP 7.16 Memorials and Naming Buildings

First Vice President Teti oriented the Council to the draft versions of BP/AP 7.16 (Appendix C) and BP/AP 8.17 (Appendix D) that the Ed Policies Committee is reviewing. There was a friendly amendment from Madeline Mueller to add the word "draft" to both resolutions.

Resolution: 2017.11.15.05 BP/AP 7.16 Memorials and Naming Buildings

Resolved, that the Academic Senate recommend BP 7.16 with the November 15, 2017 draft version presented, and be it

Further resolved, that the Academic Senate recommend AP 7.16 with the November 15, 2017 draft version presented.

Moved: Coni Staff; Seconded: Fred Teti

Motion Carries. Abstentions: Marie Osborne.

Not present: Jacques Arceneaux, Monica Bosson, Neela Chatterjee, Verónica Feliu, Pablo Rodriguez, Louis Schubert, Marc Santamaria

C. BP/AP 8.17 Grants

Resolution: 2017.11.15.06 Resolution: BP/AP 8.17 Grants

Resolved, that the Academic Senate recommend BP 8.17 with the November 15, 2017 draft version presented, and be it

Further resolved, that the Academic Senate recommend AP 8.17 with the November 15, 2017 draft version presented.

Moved: Coni Staff; Seconded: Fred Teti

Motion Carries. Abstentions: Marie Osborne.

Not present: Jacques Arceneaux, Monica Bosson, Neela Chatterjee, Verónica Feliu,

D. BP/AP 5.12 Withholding of Student Records

First Vice President Teti oriented the Council to the draft version of BP/AP 5.12 (Appendix E).

E. Academic Senate Annual Plan Fall 2017 – 1st Read

President Liang oriented the Council to the Annual Plan. President Liang has not received any feedback or questions from faculty.

- There was a suggestion to include more historical documentation about the absence of a Full Time Classified Staff for the Academic Senate Office.
- There was a suggestion that the people who receive this reassigned time should be connected with administrators who are in charge of the same areas.

F. Enrollment Management Update

Carole Meagher, Chair of the Enrollment Management Committee, provided the Executive Council with an update about what the Committee has been doing. Meagher requested information from the faculty about what faculty have been doing to help increase enrollment, including new programs, outreach activity, and other successful development at the college.

XI. Welcome and Introduction of Trustee John Rizzo

Trustee Rizzo thanked the Council for their work during and throughout the Accreditation Crisis. One of the Board goals is to bring enrollment back to the pre-crisis levels. There will be a Bond measure in the near future (2018 or 2020) to help pay for the development of facilities to accommodate those new students.

Council members asked a few questions:

- What is the path to 32,000? When we were that size, we had a lot more FT faculty and the workload was different.
- How are you feeling about the new Chancellor?

XII. Adjournment, at 5:05pm, in recognition of the students and faculty from the Environmental Horticulture/Floristry Department and Sally Winn, ESL Faculty.

APPENDIX A

President's Report

2017.11.15

President's Report

Academic Senate Executive Council Meeting

November 15, 2017

- The Senate Officers met with the Vice President of the Board of Governors Thomas Epstein on November 6, 2017. We discussed issues such as Guided Pathways, Vision for Success for the California Community Colleges, California College Promise Program, AB 19 and AB 705, and the importance of collegial consultation both at the local and state levels with respect to the academic and professional matters. Vice President Epstein shared that he has been visiting California Community Colleges. CCSF was the 20th community college that he visited. He was impressed with the progress that's been made in the past few years at CCSF. He looks forward to working with us to rebuild enrollment at CCSF and achieve our mutual goals for student success.
- Please read the final adopted resolutions from the Fall 2017 ASCCC Plenary. There were many great breakout sessions on different topics. The ASCCC urge local senate to take the leadership in various initiatives, particularly Guided Pathways. There were serious concerns about the lack of effective communication and consultation with the ASCCC on academic and professional matters at the state level. Please read the Final Adopted Resolutions for more information.
- I urge you to please submit your comment by the Nov. 22 deadline about Governor Brown's proposal to create a fully online college by visiting the [FLOW website](#). I sent out an email to all faculty on November 13, 2017 and please refer to that email for more details.
- Please read the enclosed document about the proposed revisions to Title 5 Regulations of Academic Record Symbols and Grade Point Average § 55023 and Withdrawal § 55024.

November 9 Board Meeting Updates:

- The Mayor's Office of Economic Workforce Development (OEWD) did a presentation about Lower Balboa Reservoir Development at the last Board meeting. Many people made public comments concerning the Balboa Reservoir Development Project and urged the Board to take more proactive actions to protect this public land.
- The Board of Trustees approved the personal services agreement for a project manager to represent the college and participate in the planning and design of the Lower Balboa Reservoir Development Project of the City of San Francisco.
- The Board of Trustees approved the increase in hourly wages for CCSF student workers from \$10.74 an hour to the San Francisco City minimum wage hourly amount of \$14.00 per hour. Furthermore, CCSF continues to adjust wages of student workers in accordance with San Francisco City Law. NOTE: Approval includes approval of the incremental budget cost of \$797,558.

- Darryl Dieter has been appointed as the Director of Research and he will start in Spring 2018.
- The Board passed Resolution of the Board of Trustees prioritizing ending food and housing insecurity in City College of San Francisco's (CCSF) transitional age youth population by offering on-campus housing and food services
- The Board reviewed and had a discussion about the Integrated Plan 2017-19 and Guided Pathways Self-Assessment Tool. The Board thanked the Academic Senate for our leadership and faculty members' work.
- The Chancellor provided a Progress Report on Board Goals. Please visit the Board agenda for Nov. 9 for the full report.
- Please refer to the Nov. 9 Board agenda and materials for more details.

APPENDIX B

First Vice President's Report

2017.11.15

Fear and Loathing in San Francisco

Past Meetings/Events include

- 2017.11.02: Faculty Professional Development Activities Committee
- 2017.11.02: Officers meeting without Mandy
- 2017.11.06: Officers meeting with Mandy
- 2017.11.06: Officers meeting with BoG V.P. Tom Epstein
- 2017.11.06: Agenda Review
- 2017.11.08: Meeting with Mandy and Prof. Dev. Coordinator Chris Howe
- 2017.11.08: Collegial Consultation with the Chancellor
- 2017.11.09: Officers meeting
- 2017.11.09: Officers meeting with Board President Thea Selby
- 2017.11.13: Education Policies Committee
- 2017.11.13: AB705 discussion

Upcoming Meetings/Events include

- 2017.11.16: Officers meeting
- 2017.11.17: College Professional Development Committee
- 2017.11.17: "One Book" meeting at the SF Public Library

Faculty Travel Update

- No news since last time. Cynthia Dewar and I are trying to arrange a meeting to discuss the status of faculty whose travel requests aren't approved but who decide to travel anyway.

Education Policies News

- Ed Policies is proposing that the College simply use a student's cumulative gpa (i.e., the same as is used for financial aid purposes) for determining whether the student is graduated with honors. It will be on the Dec. 6 agenda (possibly on consent).
- We reviewed Board Policies and Administrative Procedures 5.12, 7.16, and 8.17.
- In response to a question from Counseling, we clarified that the gpa referenced in the Academic Renewal policy is the cumulative gpa.

Potential New Transcript Symbol

- The Board of Governors is considering modifying Title 5 §§55023–4 to include a new transcript symbol: EW "Excused Withdrawal" for students who had to withdraw for valid reasons beyond their control. EWs do not count against repetition attempts. I don't think instructors will be able to give EWs; instead, students will have to petition A&R.

Parties!

- It seems the College will have a holiday party on Thursday, Dec. 14, 2–4 pm, right before the December Board meeting. It's not clear if they will acknowledge the new hires...
- ...so the FA&F will host a small affair on Dec. 8th, probably at the Ocean Ale House. (I'll direct questions to our beloved Monica since I won't be there.)
- The AFT party will be Dec. 15, 3–6pm, in the Pierre Coste Room.

Fred Teti, 1st Vice President

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURES MANUAL

Title: MEMORIALS AND NAMING BUILDINGS	Number: AP 7.16
Legal Authority: California Education Code Section 70902	

A. Eligibility Options

1. Naming opportunities for District facilities may be offered to major donors, whose financial contributions significantly enhance the District's ability to build, renovate, or rehabilitate facilities or to significantly expand or enhance academic programs. The term "property" includes, but is not limited to buildings, rooms, plazas, gardens, walkways, streets, works of art, and other spatial areas or structures on District property. The funding does not necessarily need to involve the named facility.

or

2. In recognition of an extraordinary and enduring accomplishment or contribution to the College District, a property may be named for a person who has not made a financial contribution to the District. Current faculty, staff and trustees are not eligible for such naming. Faculty, staff and trustees who have been separated from the District/College for at least five years are eligible.

Those honored with such a naming might be:

- a) employees who have contributed significantly to the social, academic, scholarly, research, growth, development, or political life of the College;
- b) persons not connected with the College who have contributed significantly to the social, academic, scholarly, research, growth, development, or political life of the College;
- c) an illustrious alumni member; or
- d) an outstanding statesperson, educator, or scholar who may or may not be connected to the College or the City of San Francisco.

B. Submission

1. Candidates for naming may be submitted by employees, Trustees, or Foundation of City College of San Francisco Board members. Individuals interested in proposing that a building be named after a person or entity must submit a proposal

Recommended by Participatory Governance Council on
New Administrative Procedure

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**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURES MANUAL**

Title: MEMORIALS AND NAMING BUILDINGS	Number: AP 7.16
Legal Authority: California Education Code Section 70902	

to the Office of Institutional Development using the form on the College's Community Development website.

2. A formal letter of request should be prepared and submitted by the dean, vice chancellor, or Board member with a statement of the nature of the request. The letter should discuss the importance of the naming to the College; the nature of the gifting and/or meritorious activity; and other conditions, concerns, or impacts of the naming. In the case of naming property after a living person, the magnitude of gifting and meritorious activity should be well delineated. Plans for any plaque, funding, and maintenance should be identified. There is no special form that must be submitted with this letter; however, the following items should be included in the proposal packet:

1. A resume/portfolio/CV or discussion of the individual(s) being honored
2. Letter of reference or recommendation from individuals. There is no minimum or maximum number of recommendations required. Petitions may also be submitted to show those in favor of the naming.
3. The proposed language or signage for the naming
4. The proposed funding for any signage for the naming

The formal completed proposal package should be submitted to the Office of Institutional Development for processing.

C. Review and Approval of Naming

1. The Office of Institutional Development will acknowledge receipt of the naming proposal within 5 business days.
2. The Office of Institutional Development will review the proposal and advise the Chancellor of any concerns raised by any proposed naming. Individuals may not commit the College to namings before formal acceptance by the Board of Trustees. Requests for specific naming exceptions must be submitted as outlined in this document for review and approval by the Office of Institutional Development and/or the Chancellor.

Recommended by Participatory Governance Council on
New Administrative Procedure

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SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURES MANUAL

Title: MEMORIALS AND NAMING BUILDINGS	Number: AP 7.16
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Following receipt of the request, the Office of Institutional Development will shepherd the naming request through the College's Participatory Governance process.

3. [REDACTED]
College's Facilities Committee. The Facilities Committee will make [REDACTED] will review and make a recommendation to the Chancellor.

[REDACTED]

Comment [2]: This should be replaced by a reference to the RRP Handbook D4a, the process for College initiatives, with the Facilities Committee being the "standing committee" for these purposes.

D. Final Authority and Approval

1. Final approval of the naming process will rest with the Board of Trustees upon recommendation from the Chancellor.
2. Upon approval from the Board of Trustees, the Office of Institutional Development will notify the appropriate stakeholders of the naming decision.

E. Guidance for Building Names

1. The use of functional names for major buildings should be limited. Over time, functions within a building will change and the name could result in confusion.
2. Some buildings will be designated by a combination of their functional and dedicated names. Examples might be John Smith Performance Center, the library, the administration building, gymnasium, etc.
3. In cases where functions change within the building, the name will remain with the building and functional name will be deleted. Departmental or program identification may appear on the exterior building sign only as controlled and outlined in the Exterior Campus Sign Designs Guidelines. Such department or program identification may appear only on an exterior sign that also contains the dedicated building name. Names of buildings and facilities with functional names may be amended to reflect future dedications.

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Comment [3]: These are not examples of combinations of functional and dedicated names. Please provide appropriate examples, e.g., the Rosenberg Library.

Comment [4]: Reference, please, e.g., a URL. (A College website search does not turn up anything.)

F. Guidelines for Property other than Buildings

Recommended by Participatory Governance Council on
New Administrative Procedure

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURES MANUAL**

Title: MEMORIALS AND NAMING BUILDINGS	Number: AP 7.16
Legal Authority: California Education Code Section 70902	

1. Department libraries, computer laboratories, and similar areas should be given functional names, not fixed to specific locations. Space on campus is a College resource and may be reallocated from time to time to best meet the needs of the College. The naming should be worded to allow the reallocation of movable property as appropriate. Any such modification or reallocation will be reviewed by the Office of Institutional Development, and the appropriate dean and department representatives with respect to the original naming. Exceptions on a case-by-case basis can be made for memorial bricks, naming walls, etc.

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G. Modification or Relocation of Property & Names

1. As modifications are made to property over time, situations may occur where it is the best interest of the College to relocate, modify, or reallocate named College property. In the event modifications to named property are required or recommended, appropriate administrators will be involved in early planning. This is to ensure that the original purpose of the naming and the donor's wishes, if built with private funds, are preserved as appropriate. These occurrences underscore the importance of obtaining college recognition of all naming.
2. In the event building names are modified or shifted between structures, approval must be obtained using this policy and procedures.

Comment [5]: The former #3 and #4 were almost-verbatim duplicates of #1 and #2.

Deleted: <#>As modifications are made to property overtime, situations may occur where it is in the best interest of the College to relocate, modify, or reallocate named College property. In the event modifications to named property are required or recommended, appropriate administrators will be involved in early planning. This is to ensure that the original purpose of the naming and the donor's wishes, if built with private funds, are preserved as appropriate. These occurrences underscore the importance of obtaining college recognition of all naming. .

... [1]

H. Honor Plaque Design and Language Approval

1. Institutional Development must either generate or review and approve all proposed plaque language and design and must consult as needed with the appropriate stakeholders (e.g. the Department, donor, Foundation of CCSF, and/or Facilities Department).
2. Plaques may either acknowledge gifts to the College or commemorate the naming of a facility (this includes areas, rooms, and buildings). This requirement applies to individual donor or plaques as well as to donor walls.

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Comment [6]: What does this sentence mean?

I. Ownership Rights

Recommended by Participatory Governance Council on
New Administrative Procedure

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURES MANUAL**

Title: MEMORIALS AND NAMING BUILDINGS	Number: AP 7.16
Legal Authority: California Education Code Section 70902	

All named property is property of the City College of San Francisco.

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J. Termination of Property Name

The College shall maintain the right to terminate or remove the named individual, [group, organization, or other entity](#) from any College [property](#) if it is determined that the individual living (or dead) commits (or committed) any act that will tend to degrade the image of the College or is not in alignment with the mission and values of the College. The Board of Trustees will have final approval on this matter.

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Recommended by Participatory Governance Council on
New Administrative Procedure

As modifications are made to property overtime, situations may occur where it is in the best interest of the College to relocate, modify, or reallocate named College property. In the event modifications to named property are required or recommended, appropriate administrators will be involved in early planning. This is to ensure that the original purpose of the naming and the donor's wishes, if built with private funds, are preserved as appropriate. These occurrences underscore the importance of obtaining college recognition of all naming.

In the event building names are modified or shifted between structures, approval must be obtained using BP 7.16 and AP 7.16.

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
POLICY MANUAL

Title: GRANTS SPECIAL PROJECTS	Number: BP 8.17 BP 6.05
Legal Authority: Education Code Section 70902	

All proposals for special programs and projects, involving requests for financial assistance from outside funding source such as governmental agencies, foundations or special organizations, shall be presented to the Board of Trustees for approval prior to the submission of a formal application to such outside groups.

The Board will be informed about all grant applications made and grants received by the District.

The Chancellor shall establish procedures to enassure timely application and processing of grant applications and funds, and to ensure that the grants ~~that are applied for~~ support the Mission and Vision purposes of the District and support student success.

Comment [1]: The District should accept grants that indirectly support student success, e.g., through professional development.

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Revisions Approved by District Board of Trustees on 06/22/72, 02/09/00
Policy Recommended by Participatory Governance Council
General

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURES MANUAL

Title: WITHHOLDING OF STUDENT RECORDS AND REGISTRATION PRIVILEGES	Number: AP 5.12
Legal Authority: Title 5 California Code of Regulations Section 59410	

- A. The Vice-Chancellor of Student Development may withhold grades, transcripts, diplomas, and registration privileges from any ~~current~~ or former student who fails to pay a proper financial obligation to the District. The student shall be ~~notified~~ through the college email system ~~and through an alert in Web4~~. The student shall be given and the opportunity to explain if the financial obligation is in error.

- B. The withdrawal of registration privileges may include dropping a student from all classes prior to the first day of instruction if, at the point, a student has any unpaid obligation from the previous semester. Further, for students registering for classes on or after the first day of classes, the withholding of students records and registration privileges will commence upon the last day to file for a refund for that session.

- C. The definition of proper financial obligation shall include, but is not limited to: student fees; obligations incurred through the use of facilities, equipment or material; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a ~~current~~ or former student owes to the District. ~~Proper financial obligations do not include any unpaid obligations to student organizations.~~

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Comment [1]: Clarify which refund: 100% or 50%?

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Recommended by Participatory Governance Council on
New Administrative Procedure

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURES MANUAL**

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