



**Participatory Governance Council
April 20, 2023**

MINUTES

Meeting Called to Order at 3:35 PM		
No	Item	Discussion/Outcome
1	Land Acknowledgment (Procedural)	Lisa Cooper Wilkins
2	Roll Call (Procedural)	<p>Council Members present: Students: Heather Brandt, Amelia Khong, Chineseaman Lai, Angelica Campos Administrators: Lisa Cooper Wilkins (Chairperson), Stephanie Chenard, John Al-Amin, J. Dawgert-Carlin Staff: Maria Salazar-Colon, Michael Snider, Chris Brodie</p> <p>Council Alternates present: Administrator: Lidia Jenkins Faculty: Sheri Miraglia, Alan D’Souza</p>
3	Approval of Agenda April 20, 2023 (Procedural)	Motion to adopt the agenda as presented. Moved by Chris Brodie, seconded by Amelia Khong. 11 votes to approve, 0 abstention. Motion passed.
4	Approval of Minutes April 6, 2023 (Procedural)	Motion to approve the minutes as presented. Moved by Amelia Khong, seconded by Michael Snider. 8 votes to approve, 1 abstention. Motion passed.
5	Public Comments on Items not on the Agenda (Procedural)	No public comments
6	Chancellor’s Report	Chancellor David Martin <ul style="list-style-type: none"> ATM at Ocean Campus Have been notified by Bank of America that due to very low usage this semester, they are going to remove their machine from our Ocean Campus. Figuring out next steps

		<p>right now, maybe look at local credit union to have ATM services on our campus.</p> <ul style="list-style-type: none">• Vacant Administrator Position Vice Chancellor of Human Resources, oversees both HR and labor relations. Moving forward, going to try to downgrade that position to AVC level and make it specific to labor relations. They will report to the Chancellor's office. Been gone out with that position three times over the last year but have not had pools of applicants to interview. Want to try something different.• Parking Structure Going to start developing requests for proposals for designs. Need to have some preliminary drawings to get cost estimates so we can take the conversation to the next level. Next major decisions are where we would put it. 1st location could be by Riordan High School in upper reservoir. 2nd location could be down by the tennis courts. Depending on the size and number of stalls the cost will vary. We are looking at a 30-35 million dollar range for a multi-story parking structure. Will need to look at current bond budget to look at where we can pull those funds from.• Diego Rivera Mural Board of Trustees authorized the letter to SF MOMA requesting the mural to be returned to CCSF by September 1st. The cost to deliver the mural back is that of SF MOMA's responsibility. Will need to have discussions with them on this. 1.5 million dollars to get the mural and all the pieces back to CCSF. Those costs are SF MOMA's.• SFUSD Using Mission Center K-8 relocations, SFUSD is going to do major renovations to their locations, few blocks of from Mission Center. Reached out for a meeting to potentially use the building for
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		<p>relocation. Need to work through some conversations. They did reach out again after a few months of silences.</p> <ul style="list-style-type: none"> • Southeast Location In the process of vacating that location. Had walk throughs yesterday and this morning. Want to make sure that everyone has the opportunity to contact supervising department in case there is anything someone still needs from there. A lot of the materials are supplies and equipment that is past their useful life, most likely will be catalogued. • Heating Projects Signed and authorized contracts for boiler replacements. 8-14 weeks lead time to get the materials here to SF locations. Summertime work expected. On time to have projects completed over the summer. Contracts are signed, materials ordered. Once we get shipment dates, will start coordinating dates with the campuses. • Consultation Council in Sacramento Statewide Student Executive Senate, working on providing guidance on student grievance processes at the local level. Big part of the conversation about how local institutions can revisit some of the older components of the student grievance process. Big conversation. Will be making some recommendations to the Chancellor's office. <p><i>Questions:</i> Stephanie Chenard: Curious about the retrieval of the Diego Rivera Mural back. Are we going to be able to display it again soon? Chancellor David Martin: Not at this time. Will need to have it back by September 1st. If not returned by September 1st, then SF MOMA is not responsible for any of the costs in transporting it after that. Sept 1st day is very important for the cost.</p> <p>No public comments</p>
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7	Awards and Recognition (Information)	<p>Maria Salazar-Colon expressed her appreciated for the nursing department.</p> <p>Chancellor David Martin expressed his shoutout to Elizabeth Smith. The Chancellor was able to sit in her class and listen to a conversation about tragic literature and Greek classics. Very interested in the conversation. Classroom was extremely energetic.</p> <p>Stephanie Chenard: Recognized Guillermo Villanueva in Financial Aid office, who received a leadership award from the California Community College Student Financial Aid Administrators Association. Demonstrating we are really trying to bring value to our students and helping them through their education process.</p> <p>J. Carlin recognized Greg Moraglia, faculty member in Police training and LGBTQ studies, just got back from FBI training in being LGBTQ and transgender inclusive. He does amazing work.</p> <p>Heather Brandt mentioned senator Scott Weiner is coming this Friday for an event. There have been so many people across the college that helped make this event happen behind the scenes. Heather Brandt acknowledged everyone who participated: Dr. Henderson Brown in Equity, Chancellor Martin for his contributions, Shawn for technology and support, and Susan.</p> <p>No public comments</p>
8	Old Business	
	<p>a. Discussion of Meeting Protocols and Procedures/Meeting Modality (Discussion/Possible Action)</p> <ul style="list-style-type: none"> • Community Standards/Agreement 	<p>Lisa Cooper Wilkins reminded that the committee voted at last meeting to work on adopting community standards/agreements, wanted to have this meeting to discuss a planning session to develop those. At this point, need a recommendation to identify a time to engage in the work. Lisa Cooper Wilkins asked if there any thoughts about if a subset of the council would be</p>

	<ul style="list-style-type: none"> • Planning Session to Develop (dates?) • BoardDocs Update 	<p>appropriate to look at the item and bring it back to the council.</p> <p>Heather Brandt supported the idea and added that she, would love to know who those individuals would be involved.</p> <p>Lisa Cooper Wilkins: Subgroup should represent the constituency groups, could be one way to think about it. Or just have the groups who are interested in working on this item.</p> <p>Chris Brodie asked to clarify the first option.</p> <p>Lisa Cooper Wilkins: The agenda subset group is a representative group already. If they would be open to that, others could still volunteer to be a part of the group.</p> <p>Michael Snider: Would the boards be following these standards as well?</p> <p>Lisa Cooper Wilkins: Just for PGC. It could be shared with subgroups too.</p> <p>Michael Snider: Could start with agenda group and ask for additional volunteers. My motion would be to do that.</p> <p>Motion to make the agenda group the subgroup as well as opportunity for others to join. Moved by Michael Snider, seconded by Stephanie Chenard. 11 votes to approve. 1 abstention. Motion passed.</p> <p>Lisa Cooper Wilkins: Will start with agenda group and will send out an email to ask the rest of the council if anyone would like to join.</p> <p>Next item, just a reminder as a council we are meant to move forward to using BoardDocs in the Fall. Setting up a training for council members this Spring with BoardDocs. Will probably need multiple trainings or at least record the trainings. Next meeting, we will come back with details about trainings. Only PGC will be moving forward with using BoardDocs in the Fall,</p>
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		<p>with hopes that subcommittees will move over to this in the future after.</p> <p>No public comments</p>
	<p>b. Communication Workgroup (Update)</p>	<p>Communication Workgroup at this time is gathering information about the various communication tools available to the college community. Ranging from texting, email, among Canvas and others. Also putting together information about the various types of messages that get sent and who our various audiences are, with a focus on our students. This started as not to overwhelm students with messaging. Ensuring the campus community is aware of the messages being sent. The work of the committee right now is cataloging various pieces of information to come up with some guidelines about messages being sent out. This workgroup is open to others who would like to join, please email pgc@ccsf.edu.</p> <p>No public comments</p>
	<p>c. BP Updates & Review Chapter 7 & 8 (Second Read) Possible Action</p>	<p>Chancellor David Martin</p> <p>Policies going through review, making sure we are meeting requirements. Making sure everything is legally cited. Best practice is to review our policies every so often. We will continue doing this for the remainder of this semester.</p> <p>Motion to move these items forward to the Student Success and Policy Committee by Sheri Meralgia. Seconded by Michael Snider. 13 votes to approve. 0 abstention. Motion passed.</p> <p>No public comments</p>
9	New Business	
	<p>a. 2023-24 Legislative Cycle Advocacy Tracker</p>	<p>Chancellor David Martin</p> <p>The conversation originated last week at the Board of Student Success and Policy meeting. Trustees are</p>

		<p>looking for an opportunity to engage the college leaders in statewide legislation and advocacy efforts.</p> <p>Put together a list of the few assembly bills that we think would be valuable at CCSF. Over 225 bills that could impact CCs one way or another. Trying to be as effective as possible in advocacy efforts. Do a first read to bring it back as a recommendation to support these measures.</p> <p>AB-264: Lunar New Year Holiday - would permit community colleges to make Lunar New Year a recognized holiday. Would replace one of the President's Days with Lunar New Year.</p> <p>AB-456: Campus Mental Health Hotlines - require community colleges to have mental health hotlines available to students with attached funding.</p> <p>AB-610: Youth Transit Pass Pilot Program - permit free public transit for anyone in public education.</p> <p>AB-680: Non-resident Tuition Exemption - would expand tuition exemption just based on community college previous experience if they have a certain number of credits or years at a community college to not have to pay out of state fees.</p> <p>AB-811: Repeating Credit Courses, permit students to repeat courses to get better grades or simply if they are interested in it for lifelong learning.</p> <p>AB 1096: Language of Instruction - allows credit instruction in languages other than English.</p> <p>AB-1275: Student Run Organizations: Teleconferences - allows student organizations some more flexibility to meet under the Brown Act.</p> <p>AB-1541: Governing Board Membership: Student Members – our student trustee gets an advisory vote on the beginning. This bill makes this a mandate at all community colleges.</p> <p>AB 1543: Student Representation Fee - allows both dollars in the \$2 in the Student Representation Fee to stay here locally to support and provide more funding for student leaders to do advocacy work.</p> <p>Questions: Angelica Campos stated that student leadership already has supported AB-811. This is going to help students succeed. Question – AB-1543 clarification, it's not about keeping the money here, it's about</p>
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		<p>giving the students the opportunity to opt-out as opposed to keeping all the money here at CCSF.</p> <p>Chancellor Martin: Appreciated the clarification and added that additional research will be done.</p> <p>Chineseman Lai asked how were these specific bills chosen.</p> <p>Chancellor Martin explained that the process was done through brief reviews of bills that would be of interest to CCSF. Starting the conversation here locally. Looked at a few different bills and put together a starting point for advocacy. If there are more bills you want to include, please email me.</p> <p>Motion to extend by 5 minutes by Angelica Campos. Seconded by Amelia Khong. Motion passed.</p> <p>Chineseman Lai: Noticed that some of these bills require funding and some don't. Given that SF and CA are both forecasting deficits, what is your forecast of how receptive assembly members and centers might be to these proposals?</p> <p>Chancellor Martin: Based on some of the conversations I have had directly with legislative staff, depending on May revise that will be a big indicator of what our next year's budget cycle will look like. Right now, bills with attached funding to them may potentially face an uphill battle. In this next budget cycle, bills with different funding attached to them will have a hard time moving forward. It may get vetoed. May revise is the big next step to definitely see whether or not some of these bills with attached funding will move forward.</p> <p>Angelica Campos: AB-1275 have not heard much opposition to it. Some people have said it may lower transparency. Some people have the misconception that 1275 taking away transparency by asking students to not follow posting agendas within 72 hours, but that is not true. We are just asking for some revisions to the teleconferencing aspect of the Brown Act. Wanted to highlight that here. I wonder if CCSF is aware of any bills for faculty?</p>
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	<p>b. BPs Review Chapter 1 (First Read) Possible Action</p>	<p>Chancellor David Martin</p> <p>In the process of updating many of our board policies at a high level. Updating them for proper citations and legal language. This is a first read, will come back to the council in 2 weeks. Chapter 1 is organization of the Board. Chapter 2 is the organization of the district. Will come back in two weeks for a second read.</p> <p>No public comments</p>
	<p>c. Board Policy and Administrative Procedures AP/BP 1.15 (First Read) Possible Action</p>	<p>Kristin Charles</p> <p>First read of revisions to the existing BP 1.15 as well as a new administrative procedure. We have made some additional changes over first reads with Classified Senate, Academic Senate, Associated Students, and Administrators.</p> <p>Kristin Charles noted some changes and highlights on the document.</p> <p>Will be bringing these back to the Associated Students and Academic Senate before bringing it back to PGC.</p> <p>No public comments.</p>
	<p>d. Communicable Disease AP 2.23 (First Read) Possible Action</p>	<p>Mario Vasquez</p> <p>Changes based on protocol changes for COVID-19. Removing student language for requirements that are lifted. Contract Tracing is no longer required for students but still required for employees. Removed some languages regarding isolation and quarantine. Removed some responsibility from Health and Safety committee. Students are no longer required to prove</p>

		<p>vaccination, so removing that language. These changes will start in the summer session.</p> <p>Questions: Chris Brodie: Contract tracing is not required right? Is this specific for COVID-19? Michael Snider: Wanted to point out that it is not required to do tracing for students, but we have not changed this policy here yet until the end of the semester to not cause confusion. Makes more sense if this responsibility is housed elsewhere, best to be in HR.</p> <p>Maria Salazar-Colon: This is not something that should be done in the Health and Safety Department, especially when it comes to employee stuff. This kind of info needs to come out of the HR department in my opinion.</p> <p>Michael Snider: Health and Safety committee will review this thoroughly. This document may be coming back eventually in the Fall as well.</p> <p>Public comments: Julie Osoke: Nurse Practitioner at CCSF, wanted to give her support to these changes. Want to bring CCSF in line with the county and state. Want to reduce unnecessary barriers to students enrolling and want to make sure student health fees are used to take care of students.</p> <p>Angelica Campos motioned to extend by 5 minutes. seconded. Motion passed.</p> <p>Chris Brodie asked if this item would come back in 2 weeks. Mario Vasquez confirmed that it will.</p>
	<p>e. AP/BP 6.16 Articulation AP/BP 6.34 Philosophy and Criteria for Degrees and General Education (First Read) Possible Action</p>	<p>Tom Boegel</p> <p>AP/BP 6.16 This one is on articulation, how we align our courses with other schools. Articulation from high school to incoming articulation. Did not have an existing administrative procedure related to articulation. This is new. Academic Senate passed this a couple months</p>

		<p>ago. Presented this for first read with students last Friday.</p> <p>AP/BP 6.34 These are both brand new. Never had a board policy for this. It is part of our requirements to have a board policy for this. We noted this omission when reviewing Chapter 6 of BPs review. Has some broad language about general education. APs goes into more details about the general education that we support.</p> <p>No public comments.</p>
	<p>f. PGC Evaluation</p>	<p>Cherisa Yarkin went over PGC Evaluation Slides.</p> <p>Been doing PGC evaluations for a long time, is a continuous improvement effort that we do. Intention is the effectiveness of supporting academic quality and accomplishment of the mission. Have evaluation surveys to identify improvement areas.</p> <p>Cherisa went over the PGC Evaluation Cycle showing the pattern of the initiatives. Went over survey results from 2022.</p> <p>Top 3 priorities for training and associated discussions for PGC members:</p> <ol style="list-style-type: none"> 1. Processes for making recommendations. 2. Roles, Responsibilities, and Processes Handbook (RRP). 3. Relationship between the Council and its Committees. <p>Discussed survey results and Flex Day Training on 3/7/2023. Discussed the RRP Handbook.</p> <p>No public comments.</p>
	<p>g. Papercut Printing for Students</p>	<p>Ellen Rayz made corrections to address it as part of the Technology Committee updates later.</p> <p>No public comments.</p>
<p>10</p>	<p>Standing Committee Reports</p>	

	<p>a. Budget Committee</p>	<p>John Al-Amin</p> <p>Budget Committee will be meeting on the 25th of April. Will be sharing the initial tentative draft of the 2023-2024 budget. Looking at some cost updates and making adjustments from this current year’s budget. Will be rolling out a tentative budget for the college to begin reviewing. There will be some changes that need to be made. Will go forward to the Budget Subcommittee. Will bring the tentative budget to PGC in May after reviewing with the subcommittee. Will try to adjust our timeline.</p> <p>No public comments</p>
	<p>b. Technology Committee</p>	<p>Ellen Rayz/James Hall (JR)</p> <p>Ellen Rayz: Technology Committee Modality Update: Based on AP 2.07, in March 2023 Technology Committee voted to continue meetings via Zoom.</p> <p>Google Spaces Update: Google allocation was reduced for CCSF. Base allocation on number of students and since enrollment has changed, lost about 27 TB of space. We are well within the limits that are allocated to us. Trying to reach out to 150 students who use more than 100TB of storage.</p> <p>James Hall (JR): Student Printing Solution: coming soon enterprise-side “PaperCut Mobility Print” system. Benefits include same consistent interface, print from own laptop, use any computer lab to print, print to the closest printer, use electronic printing methods. Currently doing a pilot in the library and getting feedback from students. Has been a very interactive process.</p> <p>Decommissioning of the web archive: Current archive is not ADA compliant. Content management soft freeze 7/31/2020. Migration training recordings distributed on 08/11/2020. Content management turned off 12/24/2020. Technology Committee topic since November 2022; 234 content editors identified. Sent out Decommissioning updates sent</p>

		<p>out on 02/08/2023 and 04/14/2023. Decommissioning date - 06/30/2023</p> <p>Questions:</p> <p>Heather Brandt: It was mentioned that you are asking for student feedback for printing, what are the different methods you are getting this feedback?</p> <p>Ellen Rayz: Collecting information from students after the workshop and at the library.</p> <p>Heather Brandt: Can we receive this information as student leaders? There is still an opportunity for student leaders to give opinions.</p> <p>Ellen Rayz: Absolutely.</p> <p>Michael Snider: August of last year, we changed the Wi-Fi. How safe is this new system? In general, some of us are concerned with how safe this new system is.</p> <p>Ellen Rayz: If there is a cybersecurity concern, we did this to simplify access for everyone to Wi-Fi. The previous one was not designed for ease of use, now it is simpler. Removed the unnecessary complexity. No changes in security. No negative impact.</p> <p>Heather Brandt: Just wanted to thank Michael Snider for bringing up this question. Heard these concerns from students too.</p> <p>Alan D’Souza: Are you offering your assurance when anybody is logging into secure data, that it is private? That the data is secure from any sort of cyber intrusion?</p> <p>Ellen Rayz: They will log in through VPN or multi-factor authentication. RAM requires authentication. Actual data is secured behind authentication.</p> <p>Chineseman Lai: Other councilmembers are trying ask that the connectivity provided on campus is secure. What might satisfy the committee is providing details about security measures that you have taken.</p> <p>Ellen Rayz: If it is okay, we can put together a presentation of what security measures have been put in place to present at the next meeting.</p> <p>Heather Brandt: Why could we not have presented things in the manner and order of the agenda? Just want to understand.</p>
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		Ellen: That will not happen again. I apologize. No public comments
11	Future Agenda Items	Bringing back the Technology Committee to discuss safety measures that are in place for the campus Wi-Fi. No public comments
12	Adjournment	Motioned to adjourn the meeting. Moved by Michael Snider, seconded by Amelia Khong. Meeting adjourned at 5:33 PM