

The Academic Senate

CITY COLLEGE OF SAN FRANCISCO

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CCSF Academic Senate Executive Council

Final Minutes

Wednesday, May 21, 2025, 2:30-5:00 pm

HBB 140 or Via [Zoom](#)

Councilmembers present: Monica Bosson, Jessica Buchsbaum, Katia Fuchs, Mike Greenberg, Tom Kennedy, Fanny Law, Alex Leyton (remote voting), Alexis Litzky, Lillian Marrujo-Duck, Craig Persiko, Jonathan Potter, Lisa Romano, Mitra Sapienza, Chad Stephenson, Richard Taha (remote non-voting)

Councilmembers absent: Pablo Rodriguez, Miguel Galarza (on leave)

Other Senate members present: Abigail Bornstein, Ying Liu, Alex Mullaney, Madeleine Muller, Sheri Miraglia, Lou Schubert, Steven Brown, Adele Failes-Carpenter, Carina Lin, Anjali Sundaram

Guests: Fred Teti, Yulian Ligioso, Stephanie Chenard, Alayna Fredricks, Jennifer Kienzle, Cynthia Dewar, Pam Mery, Cherisa Yarkin, David Yee, Jennifer Quevedo

1. Call to Order 2:32pm

[CCSF Land Acknowledgement](#)

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.

President Litzky shared that she was inspired this year to show historical images of the college and speak to the connection with the Land Acknowledgement in order to keep it alive in the work of the Senate.

2. Adoption of Agenda

Adopted with minor updates and 13 members present.

3. Public Comment

- a. Monica Bosson - appreciation for food at the final meeting of the year

4. Reports

- a. Officers Reports

- i. [President's report](#) - As the semester closes, preparation for Fall includes

housekeeping items such as textbook adoption forms being due, gratitude for the collective retirement party for faculty, staff, and administrators and its community-building feeling; President Litzky looks forward to acting as 2025 commencement MC; Faculty Travel Coordinator is concluding disbursements and will share a complete report in Fall 2025; Faculty Leadership Institute will be in June and ASCCC Curriculum Institute will be in July and all are encouraged to apply for reimbursement; appreciation for ASEC officer team

- ii. First Vice-President, Lillian Marrujo-Duck - great appreciation for the current council and committee members whose membership and participation is recognized and evidenced in this year's fruitful work; during her attendance at committee meetings this year, she noted the good work being done; working in-person has been a welcome format to being together with colleagues
- iii. Second Vice-President, Katia Fuchs - gratitude for this year and work as a "friendly neighborhood party planner", "engaging in the ritual of breaking bread together," visiting other locations in-person, participating in discussions with other officers "in agreement and disagreement"
- iv. Secretary, Chad Stephenson - Appreciative of the role and responsibilities of the secretary as a clearer look into the "back office" and details of Senate work and of other officers' teamwork and communication skills; appreciation of "everywhere" stable presence of officers throughout the college and at the state level in what could have been a turbulent year with interim Chancellor and many missing cabinet positions

b. AFT2121 check-in report - Robin Pugh

- i. See link to AFT Budget Forecast 2025 in the document folder
- ii. AFT2121 budget analysis team projects a 25 million dollar surplus for AY 2025-26, as compared to messaging from many areas of the college; shortages have been in key classes such as English 1A and Chemistry 32 yet college is not in a financial deficit situation; next year's enrollment is key in calculations toward SCFF or hold-harmless; enrollment growth of 3% projects movement back to SCFF in seven years, 6% growth will be six years, 8% growth will be five years, leading to cost of living increases

c. Budget update with Dr. Yulian Ligioso, VC of Finance and Administration

- i. Dr. Ligioso presented using a slide deck with budget updates shared directly to the screen (not shared in Senate Materials folder)
- ii. May 2025 state budget revision looks positive with CCCs not in deficit factor in 2025-26; COLA has decreased statewide, yet CCSF will not participate in this due to hold harmless, yet COLA will increase "rates"(?);

- iii. Assumptions of revenue include hold harmless funding, apportionment funding, deficit factor changes, enrollment growth of 3%, costs of enrollment growth, and CAEP match
- iv. Ideas for coping with growth include larger class sizes, using AEP to fund FTEF with matching U-funds, focusing on center FTES
- v. Assumptions of deficits include salary increases, benefits, utilities, legal, elections, equipment, “golden handshakes” and other operating expenses
- vi. One-time monies, such as Free City re-submissions for previous years and claims for part-time help and office hours reimbursement, led to 2024-25 surplus of \$49 million with ending reserve of over 16.7% yet will also deficit-spend due to ongoing expenditures
- vii. Questions and comments from the Senate included issues and consequences of sustained and one-time growth, estimated costs of growth, salary assumptions, and health benefit costs
- d. Committee on Committees report - Lillian Marrujo-Duck
 - i. Two appointments were presented as part of the consent agenda.

5. Consent Agenda

- a. [Approval](#) of [Minutes from May 7, 2024](#)

2025.05.23.5.a. Approval of Minutes: Minutes from May 7, 2025

Resolved, the Executive Council approves the minutes for May 7, 2025.

Adopted by consent.

- b. [Approval of Committee Appointments](#)

2025.05.21.5.b. Approval of Committee Appointments

Resolved, the Executive Council approves the following appointments:

International Education Advisory Committee

Misha Antonich, BEMA (new appointment)

PGC Planning Committee

Alexis Litzky, Communication Studies (new appointment)

Adopted by consent.

- c. [Appointment of OER Noncredit Coordinator](#)

2025.05.21.5.c. Appointment of OER Noncredit Coordinator

Resolved, the Executive Council appoints Danielle Nanos Luz as the OER Noncredit Coordinator for AY 2025-26.

Adopted by consent.

d. [Appointment of Faculty Travel Coordinator](#)

2025.05.21.d. Appointment of Faculty Travel Coordinator

Whereas, the Executive Council updated the Faculty Travel Coordinator job description in April, 2025 to fit the regular process of recruiting and appointing coordinators, after the recommended timeline to notice, recruit, and select a candidate,

Resolved, the Executive Council appoints Kimberly Keenan as the Faculty Travel Coordinator for AY 2025-26, and

Resolved, the Academic Senate President should include the Faculty Travel Coordinator in the next cycle of recruitment for Academic Senate Coordinators in March 2026.

Adopted by consent.

6. Unfinished Business

a. [Proposed 2025-2027 CPR Process](#)

- i. Resource: [Board Budget Blueprint](#)
- ii. Discussion and concerns from members included need to focus on productivity data yet also include completion, equity, assessment, and other data; request to support information sharing and training for chairs and community in how costs influence revenue; reminders that “ghost” students affect data and that planning–enrollment data is not the only metric which mitigates this influence; attrition rates should be considered as an additional data; “data doubt”--distrust of data and analysis–in departments can shortcut planning processes; enrollment has been decreased in emphasis over time; mid-semester FLEX should be about engagement with program review
- iii. Moved by Fanny Law, seconded by Katia Fuchs

2025.05.20.6.a. Endorsing the [Proposed 2025-2027 Comprehensive Program Review \(CPR\) Process](#)

Whereas, CCSF is projected to face ongoing budget deficits while on hold harmless and “Restoration Authority”¹ places unique emphasis on academic year 2025-2026 because it is the last year in which the College can grow and receive credit for unlimited enrollment growth; and

Whereas, the 2022 CPR Summary Report² recommends that the district use specific “data and metrics for program health measurement in consultation with the PGC Enrollment Management Committee, the Office of Research and Planning, and the Vice Chancellor of Academic and Institutional Affairs,” to provide meaningful and comparable enrollment and completion data, therefore be it

Resolved, the Academic Senate supports [proposed updates to the upcoming Comprehensive Program Review cycle](#) that include:

- standardized vitality data provided by the Office of Research and Planning in collaboration with the Office of Instruction with an emphasis on the vitality measures promoted in the Academic Senate enrollment management philosophy of 1. Completion and success rates, 2. Improves student equity & achievement, 3. Enrollment and student demand, and 4. Successful assessment data.
- a time extension from one to two years consisting of two planning phases:
 - Phase 1, AY 2025-26: Action plan and Annual plan resource requests
 - Phase 2, AY 2026-27: CPR including progress and updates to the Phase 1 Action Plan, development of 3-year planning objectives, and Annual plan resource requests, and,

Resolved, the Academic Senate recommends the Enrollment Management Committee include Academic Senate Enrollment Management Philosophy vitality metrics in the Fall 2025 Phase 1 Action Plan data, and

Resolved, the Academic Senate recommends the Program Review Committee review and revise the CPR prompts for Fall 2026 taking into account the new vitality markers, development of the Institutional Education Plan, and focus on 3-year planning objectives.

Approved with 12 in favor and 1 opposed.

¹ February 27, 2025 Board of Trustees Meeting [Budget Development Update](#):
After Academic Year 2025-26, FTES growth will be capped at 0.234%

² [2022 CPR Summary Report](#), adopted by ASEC Spring 2025

- b. Break
 - i. The Senate took a five minute break.
- c. Endorsing the [California Adult Education Program \(CAEP\) 3-year Plan](#) - Stephanie Chenard, Director of Contract & Corporate Education, Adult Education, and Extension Programs
 - i. Stephanie reviewed the plan and highlighted themes and immediate actionable items including conducting registration, expanding in-person assistance, social media presence, expanding academic supports, and streamlined handoff between adult ed program and ???; comments from NCAE committee included need for budget, better cross-talk between K-12 and community college, carryover of funds (30 months) has always been spent down, appropriate use of funds; barriers, metrics, and targets are set by state for each consortium and include CASAS testing, Attendance Plus, demographics, enrollment and progress; WestEd findings included abiding need for ESL and Adult Secondary Education (ASE), economic sectors with most need include health care, construction/ transportation, and technology–complete report in June is ready for the Board
 - ii. Senate members’ comments and questions included what the list of barriers included. Stephanie noted high need for in-person instruction and native language support, digital literacy, food support; suggestion for integration of planning and integration process with *RRP Handbook*
 - iii. Moved by Monica Bosson, seconded by Jessica Buchsbaum

2025.05.21.6.c. Endorsing the San Francisco Adult Education Program (AEP) 3-year Plan

Resolved, the Academic Senate accepts the San Francisco Adult Education Program (AEP) 3-year Plan as presented on May 21, 2025.

Resolved that the AEP Plan return to the Academic Senate in September when the plan is complete.

Resolved, that the implementation of the 25-28 AEP Plan be integrated with the processes outlined in the Roles, Responsibilities, and Processes Handbook.

Approved with 14 in favor.

7. New Business

- a. Proposal to Include [Rams Resources Student Service Website in Instructional Syllabi Templates](#)
 - i. Comments from the Senate - student services included financial aid, counseling, and admissions and records; bulleted list may be more appealing, the list is text-heavy
 - ii. Motion to approve: Mitra Sapienza, seconded by Jonathan Potter

2025.05.21.7.a. Proposal to add Student Services Website in Instructional Syllabi Templates

Whereas, we serve students studying as both part-time and full-time, credit, and non-credit and learning across multiple campuses and centers through in-person, online, and hybrid instructional formats and this can create significant challenges in making students aware of the variety of resources and services available to them as students at our college; and

Whereas, connection to student services and other CCSF resources for students can have an enormous retention benefit for students, particularly those from CCSF equity populations; and

Whereas, information about student resources have not always been housed and updated in one easily searchable location; and

Whereas, the Office of Student Equity has undertaken an effort to house a centralized and regularly updated collection of student services and other CCSF resources for students at one website, Ram Resources, a searchable resource hub to help you navigate CCSF programs, services, and resources; therefore be it

Resolved, the Academic Senate recommends adding the Ram Resources to Simple Syllabus as a mandatory component starting in Fall 2025.

Approved with 14 in favor.

8. Special Order of Business

- a. Seating of the 2025-2026 Executive Council (procedural)
 - i. [CCSF 2025 Final Academic Senate Election Report](#); [Presentation](#)
- b. Celebration of Outgoing ASEC members
 - i. List of outgoing and incoming members

- c. Officers Election: Council will determine the officer positions at this meeting. For additional details on the responsibilities of the AS Officers see [ASEC Officer's Duties](#) and [ASCCC Local Senates Handbook](#))
- d. Consent Agenda
 - i. Adoption of the [Academic Senate Executive Council Calendar for 2025-2026](#)

2025.05.21.8.d.i. Adoption of the [Academic Senate Executive Council Calendar for 2025-2026](#)

Resolved, the Academic Senate approves and adopts the [Executive Council Calendar for 2025-2026](#).

Adopted by consent.

- ii. [ASEC and PGC Committee Appointments for 2025-2026](#)
 - 1. Appointments and updates added

2025.05.21.9.d.ii. [ASEC and PGC Committee Appointments for 2025-2026](#)

Resolved, the Academic Senate approves the [ASEC and PGC Committee Appointments for 2025-2026](#).

Adopted by consent

9. Adjournment 5:38pm