



Participatory Governance Council  
November 2, 2023

**MINUTES**

Meeting Called to Order at 3:34 PM		
No	Item	Discussion/Outcome
1	Land Acknowledgement (Procedural)	Read by Malinalli Villalobos
2	Roll Call (Procedural)	<p>Council Members present: Students: Malinalli Villalobos, Angelica Campos, Emilio Gomez Administrators: Lisa Cooper Wilkins, Cynthia Dewar, J Dawgert-Carlin Classified Staff: Michael Snider, David Delgado Faculty: Sheri Miraglia, Elizabeth Smith, Katia Fuchs</p> <p>Council Alternates present: Students: Administrator: Stephanie Chenard, John Al-Amin Classified Staff: Faculty: Fanny Law, Alan D’Souza</p>
3	Approval of Agenda November 2, 2023 (Procedural)	<p>Motion to approve the minutes as presented. Moved by Malinalli Villalobos seconded by Cynthia Dewar. Motion passed.</p>

4	Approval of <a href="#">October 19, 2023 Minutes</a> (Procedural)	Motion to approve the minutes as presented. Moved by Malinalli Villalobos seconded by Angelica Campos. Motion passed.
5	Public Comments on Items not on the Agenda (Procedural)	No public comments
6	Chancellor's Report	<p>Chancellor David Martin</p> <ul style="list-style-type: none"> <li>• Retention and Enrollment Task Force. The Chancellor thanked Dean Cynthia Dewar and Dr. Lisa Cooper Wilkins for taking the lead to organize the work. The Task Force Committee had their second meeting today and those conversations are moving forward so that we can develop recommendations to utilize the COVID Emergency Funding for student retention and enrollment services. The Task Force will continue to meet for the remainder of the semester.</li> <li>• PGC Tech Committee. At the point in the process of doing the next round of college wide tech refresh. The Tech Committee will be engaging with the list of needed spaces that currently have outdated or obsolete technology. We are hoping to procure the new technology over Winter Break and start the installation before the Spring Semester, depending on a variety of factors that the installation may run into. They are looking forward to update many of the computer stations and technology components that need to be replaced.</li> <li>• College-Wide Vending Machines. Received inquiries regarding vending machines that appear to have not been stocked recently. There have been a numerous number of machines that are no longer operational so those need to be replaced with new machines, but we are continuing to stock all of the operating vending machines. We have a few primarily</li> </ul>

		<p>located in Smith Hall which are no longer operational, which are sitting empty because we are waiting to have them replaced. We'll hopefully get those machines soon and will continue to update the campus.</p> <ul style="list-style-type: none"> <li>• Asia Pacific Economic Corporation Conference (APEC). The conference is coming to Downtown San Francisco from November 11<sup>th</sup> through the 17<sup>th</sup> and will have additional security in or around the Downtown area. Our Downtown Center is within the perimeter of extra security that will accompany the campus, so we will be get that information out to students and employees who may be accessing the Downtown Center to share some of the additional security checkpoints and measures they may engage with to get into our Downtown center.</li> <li>• Commencement Committee. The Chancellor acknowledged the Commencement Committee for confirming May 23<sup>rd</sup> as the commencement date for this Spring at the George Rush Stadium. There are still a lot of logistics to work through but, we'll continue to communicate those to the campus as we make a final decision through the commencement committee.</li> <li>• STEAM Center. The STEAM Center is taking shape and progressing daily, and we are hoping to start the move-in process in late Summer 2024 and then throughout the Fall of 2024, ideally have a full set of classes ready for the Spring of 2025. We will be moving occupants in there within the next potentially 6-12 months which means the departments that will be moving to that building will need to talk about the logistics of moving into a new building. This includes once again opening up the conversations about timelines and the physical activity of moving into that new facility. If you are a department or believe</li> </ul>
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		<p>are an individual who will be moving into that facility, keep a look out for a calendar invitation soon to bring everyone together to discuss logistics.</p> <p>Chancellor David Martin apologized for not being able to attend the November 15<sup>th</sup> meeting due to participating in a state-wide conference and will once again submit a video recording for the updates.</p> <p>Malinalli Villalobos mentioned concerns that the extra security will impact non-English speaking and undocumented or mixed status students that will need to travel through the area and present identifications. Malinalli Villalobos asked what precautions the college is taking for the communities or students that will need to deal with those issues.</p> <p>David Martin responded that he agrees the college wants to be mindful of the students that engage at all the college's locations feel safe and comfortable. He added due to the increased security the comfort level may not be the same and getting the information to the campus in very important. Chancellor David Martin also added that the college is working with conference officials and City individuals to understand what the additional security measures may be, to get accurate information that won't change and to make them aware that there will be students trying to go to class which no connection to the conference. Chancellor David Martin mentioned that the colleges faculty and staff are flexible with their classes during time where things are different than the normal instructional day and is up to the faculty members to give extra leniency for that students that week who may or may not want to access the Downtown Center.</p> <p>Emilio Gomez commented the vending machine situation is something the Associated Students have been working on and the reason some of them have stopped working is due to expiration of contracts</p>
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		<p>with the snack and beverage companies. He added that the Associated Students are looking for new vending contracts and currently have two proposals which are dealing with technical arrangements, but the vending machines should start to work again by the end of the Fall Semester.</p> <p>Malinalli Villalobos added that the information they are receiving is specific to Ocean Campus, meaning they do not know what is going with the vending machines at other campuses.</p> <p>Elizabeth Smith commented that in Batmale Hall, there are no more snack or beverages in the machines and specified for the need for more beverages, like water.</p> <p>Emilio Gomez replied that they are looking for Hybrid vending machines to eliminate that problem. Angelica Campos added that in Cloud Hall, one of the hottest buildings, the machines have also been sold out and the machine has taken their money. Emilio Gomez commented they will bring up that problem at the next Associated Students meeting and does not know if there will be recompensation but will look for a solution.</p> <p>No public comments.</p>
7	Awards and Recognition (Information)	<p>Malinalli Villalobos recognized the Family Resource Center for having their Trick-or-Treat parade for having the kids, student parents, and everyone else who participated in handing out candy to the kids. He also recognized the Queer Resource Center for the Halloween party, the Veteran Resource Center for their Spooky Halloween, the Women's Resource Center for the Día de los Muertos event, the Downtown Center for their Halloween event and snack show and the Inter Club Council for Unity Day. Malinalli Villalobos also recognized the Rams Football team for being undefeated this season and for their upcoming games on 11/4 and 11/7.</p>

		<p>Sheri Miraglia recognized the Cinema Departments their nomination for the ASCCC Exemplary Program Award and for their work in obtaining a bunch of non-Western historical video clips, made by marginalized groups and making those available to students on campus and other colleges.</p> <p>No public comments.</p>
8	Old Business	
	<p>a. Discussion of Meeting Protocols and Procedures/ Meeting Modality (Discussion)</p> <ul style="list-style-type: none"> <li>• In-person Meeting Regulations <a href="#">SB 2449</a></li> <li>• BoardDocs Demo Update <a href="#">LINK</a></li> </ul>	<p>Lisa Cooper Wilkins mentioned that BoardDocs should hopefully be ready to use by next meeting and an email should be sent out soon with more information.</p>
	<p>b. PGC In-Person Attendance Requirement for Alternate</p>	<p>Lisa Cooper Wilkins commented that the in-person meeting regulations which are two absences permitted per semester, which means four total in a year, otherwise In-person attendance is required for voting Council members or their alternates if they are serving in place for their council member. Lisa Cooper Wilkins mentioned it was asked to discuss PGC requirements for alternates.</p> <p>Elizabeth Smith asked if she is not able to come and their alternate had an accommodation to participate remotely, would that be able to work. Lisa Cooper Wilkins responded that it would not work for them to continue having their in-person forum.</p> <p>Elizabeth Smith also asked if the two absences per semester is only for herself or if her alternate had two as well.</p> <p>Lisa Cooper Wilkins responded that the absences were made for the individuals so they are not sure if they would count the alternate as an extension of the individual.</p>

		<p>Elizabeth Smith clarified that the if a Council member couldn't attend and the alternate attended through zoom, that would count towards one of the absences for that individual, but the alternate should have to be able to attend in-person most of the time.</p> <p>Alan D'Souza asked what the consequences were of the two absences.</p> <p>Lisa Cooper Wilkins responded that because we are back in person, Council Members are meant to be present in-person for the meeting, however SB 2449 states each person can have two excused absences per semester. Lisa Cooper Wilkins added she is unsure of what the consequences are, but does not it may impede the voting of the meeting if there is no in-person forum.</p> <p>No public comments.</p>
	c. Changing PGC meeting location	<p>Lisa Cooper Wilkins commented they are in discussions with the Facilities Department to try to identify an alternate location for the meeting. She added there has been concern about the size of the room and not being able to accommodate everyone. Lisa Cooper Wilkins mentioned that hopefully they will be able to get the room for next meeting as they weren't able to get it for this one and an announcement will be sent out if there is a new location, which can also be seen on the agenda.</p> <p>Elizabeth Smith asked about discussing the December 21<sup>st</sup> PGC meeting.</p> <p>Lisa Cooper Wilkins responded that the meeting is being taken off the schedule due to typically not having meetings on Finals Week meaning there will be only one PGC meeting in December.</p> <p>Malinalli Villalobos commented possibly looking for a location that is more accessible for everyone and not on a hill.</p>

		<p>Lisa Cooper Wilkins commented that they will take Malinalli Villalobos suggestion into consideration and added there may also be the possibility of finishing the meetings for the Fall in this location and finding a new one for the Spring Semester.</p> <p>Lisa Cooper Wilkins read a comment which said that there is no penalty for using the two absences and they're only allowed to join remotely two times not being able to vote.</p> <p>No public comments</p>
	d. <a href="#">Lactation Policy</a> Second Read	<p>Clara Starr commented that this is the third time reading the policy and they want to get it into practice as it is the law and make sure all employees are aware of the policy. Clara Starr added they will be putting the policy into the handbooks and wherever else they can so that people will be informed on where to use the facilities.</p> <p>Lisa Cooper Wilkins asked AVC Starr if Leticia Sazo was able to give her the questions the Council had from the previous meeting.</p> <p>Clara Starr replied that they hadn't received any questions from Leticia Sazo.</p> <p>Lisa Cooper Wilkins added some questions had to do with the room itself, but VC Al-Amin responded to them in real time.</p> <p>Clara Starr replied that they got the rooms from the Office of Instruction and Facilities and due to their being a lot of activity on campus if the rooms need to change or be updated, they will do that.</p> <p>Lisa Cooper Wilkins added that the question had to do with the one-year time limit for accommodation and change the wording, so it implies having the person work directly with their supervisor for that accommodation.</p> <p>AVC Clara Starr clarified if the question was if they needed to use the lactation policy for longer than a year and responded that it depends on the individual.</p>



		<p>Lisa Cooper Wilkins added if there was a way to write it more flexibly in the policy, so it specifies that if needed for more than a year, to discuss with their supervisor.</p> <p>Malinalli Villalobos commented that the question was about the accommodations being for one year which Leticia Sazo replied that it wouldn't be a problem and that J Carlin asked if that should be included in the policy.</p> <p>Clara Starr replied that Leticia Sazo didn't relay that information, so she does not know how to respond to that question.</p> <p>Lisa Cooper Wilkins added that J Carlin mentioned changing the language in the policy to make it more gender inclusive like changing "maternity leave" to "parental leave".</p> <p>J Carlin added that all these comments were in the minutes, and they need to adapt the policy to reflect the request that we could change that language.</p> <p>AVC Clara Starr responded that they must check and make sure that will be possible and this will have to be pushed back as they aren't able to attend any meetings next month. She added that at some point the policy needs to be passed and the information needs to be sent out to the people.</p> <p>Lisa Cooper Wilkins asked AVC Starr if it's possible propose passing a policy contingent upon them coming back to say what was possible to change and that language.</p> <p>AVC Clara Starr responded that it is fine with them.</p> <p>Motioned to have this item return with the two recommended changes to change the language for 1 year and maternity to parental leave. Motion moved by J Carlin, seconded by Malinalli Villalobos. Motion passed.</p> <p>Lisa Cooper Wilkins thanked AVC Clara Starr and commented getting a report back from them to share due to AVC Starr not being able to come back to a future meeting.</p>
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9	New Business	
	<p>a. The San Francisco Scale Model (Information) Possible Action Item</p>	<p>Presenter: Leslie Simon</p> <p><u><a href="#">Presentation:</a></u></p> <ul style="list-style-type: none"> <li>• The San Francisco Scale Model college-wide initiative is conducting a feasibility study, which has been funded by The Living New Deal, an organization dedicated to documenting New Deal public works sites.</li> <li>• The study is exploring the possibility of permanently installing the scale model of the City of San Francisco at City College's Ocean Campus.</li> <li>• The model was created in the late 1930s as a Works Progress Administration (WPA) project and sections of the model were shown at the 1939 World's Fair on Treasure Island.</li> <li>• Bik Van de Pol, an artist team associated with SFMOMA, brought it out of storage and exhibited section of it in the 29 branches and main library.</li> <li>• There was a plan to exhibit the model in its entirety in Smith Hall Cafeteria in June 2020 but due to COVID-19 we were not able to.</li> <li>• The "Introduction to Museum Studies" class uses the SF Scale Model, as the center of a community engagement project.</li> <li>• The room was identified in the Upper Level of the Student Union Building for the model when the current users of the building move to the new Student Success Center.</li> <li>• The diagram shows where the model would be installed as the walls (dotted lines) can be demolished to make room for the model and the wrap around balcony would allow visitors to see the model even when the building is closed.</li> </ul>

		<ul style="list-style-type: none"> <li>• The proposed location of the model offers a view of the city's southeast side and would make CCSF's Ocean Campus a tourist attraction along with the Pan American Unity Mural at the north end of Frida Kahlo Way.</li> </ul> <p>Sheri Miraglia asked if there are already plans to continue this project, what is the reason for PGC to endorse it.</p> <p>Leslie Simon responded that they are endorsing the start of the conversation to build this project and future exploration, as it already took a full semester to make sure people were interested.</p> <p>Sheri Miraglia added that they believe they have continued for future exploration without the endorsement and still questioned the need for the PGC endorsement.</p> <p>Leslie Simon added that they won't continue to explore if they are not given the permission to continue.</p> <p>J Carlin asked who would fund that continuation in addition to the grant that has already been given.</p> <p>Leslie Simon added the organizations who had already funded them will most likely continue to give money as they are looking for buy-in from the college. She also added that in the end it would cost the college no money as the goal is to build an endowment plan, which would ultimately fund the project.</p> <p>Cynthia Dewar asked if this project has come out of the Facilities Committee first, before coming to them.</p> <p>Leslie Simon responded that they did go to the Facilities Committee first and they recommended the exploration before moving on. Leslie Simon added there is only one known cost-estimate so far which to fund the demolition and renovation and would cost about \$100,000 as the demolition, renovation, installation and vitalization which would need the docent program and endowment. She</p>
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		<p>added that if they are allowed to continue through the Spring, they will be able to get the cost-estimate for the installation.</p> <p>Angelica Campos asked if this is not a commitment but rather an agreement to continue looking to see if this something to pursue. Leslie Simon responded that it is safe to assume that.</p> <p>Lisa Cooper Wilkins asked for clarity for at what point does an actual recommendation to move forward with the project happen. Leslie Simon responded that the exploration would determine that as they come back to everyone to continue discussing and added wanting to meet to AVC Vasquez about the project and UC Berkeley as they are housing the scale model for the time being. Leslie Simon added that starting a conversation at CCSF takes a lot of effort and grants due to the size of the school, and if this project seems like something to endorse, next semester when the conversation is brought up, they can ask for more commitment to pursue it.</p> <p>Stephanie Chenard asked who will be managing the funds, specifically the grant money and overseeing the project. Leslie Simon responded that as of that moment Ann Wettrich and herself are the only ones managing it, but there are other ideas about this topic which are all hypothetical. She added the endowment would fund someone to manage it, but security and maintenance is need, as well as possibly partnering up with making a mural for the endowment fund as both need similar care and needs. Stephanie Chenard commented that it sounds like a lot of coordination and management and asked how the students were surveyed.</p> <p>Malinalli Villalobos responded that it came to the hands of the Associated Student Executive Council and after discussing the model they made it clear</p>
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		<p>that they were endorsing the continuation of exploration but nothing more than that. Stephanie Chenard commented that her concern is that the space is designated for students, and they are the constituency group that will be most impacted.</p> <p>J Carlin commented they found it unusual for the project to come to PGC, to endorse moving forward even though they already have plans moving forward. They added their concern is that they need the approval to pursue more money from a possible investor after being endorsed by the PGC instead of completing the feasibility study within the timeline of the first grant given.</p> <p>Leslie Simon responded they have completed the feasibility study and have fulfilled the funders concern. Leslie Simon added it is a very small grant and herself and Ann Wettrich have been committed and working with SFMOMA and the SF scale model for many years, but the project has only been minimally funded.</p> <p>J Carlin added that the feasibility study was to determine if there was a location on-campus not to determine if this project was a good idea or not. Leslie Simon responded that part of the feasibility study was to make a resolution that would engage the campus constituency.</p> <p>Leslie Simon commented that when they presented the project to the students, they were very enthusiastic but still had more questions than anybody due to it being their space and talked about the things they still need such as their designated meeting room and lounge. Leslie Simon added they had written to the Deans about starting workgroup, which students were very fond of the idea as they are able to talk about what may happen in the future, but they won't continue unless they are given permission to continue.</p> <p>J Carlin commented about what the college would need to do to accommodate the arrival of the art,</p>
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		<p>which is of value, but asked why this is something we want and how big it is.</p> <p>Leslie Simon responded that it is about 900 square feet.</p> <p>J Carlin added that is bigger than their own apartment and the framing of the feasibility study is asking where to put the sculpture rather than asking if we want it in general and how it fulfills the colleges mission of student involvement.</p> <p>Motion to extended time for 10 minutes. Moved by Elizabeth Smith, second by Angelica Campos. Motion passed.</p> <p>Leslie Simon commented that there has been a lot of enthusiasm towards this project, as it would be a tourist attraction and put City College on the map, and they are aware of the many obstacles they face to make it happen, but they just wanted to start the conversation of potentially housing the scale model.</p> <p>Angelica Campos commented that she does hear the concern of the council and believes that this council could be a place to explore the concern and added that the Associated Student Council was the main group to be approached and they voted in support of the scale model. Angelica Campos commented wanting to do further hands-on exploration of the project and surveying students to receive more feedback.</p> <p>Katia Fuchs commented her concerns about the feasibility process as it doesn't seem to include the management and coordination but rather only looked for a location for the mural and has worries how feasible it'll be to manage it.</p> <p>Leslie Simon responded that they understand the concerns everyone has but reassured that this is only the beginning of the process that has already been long they've had to meet with students and city officials about even starting it. Leslie Simon added that after meeting with the Executive Student Council and Resolution Council they have been able to hear the students concerns and</p>
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		<p>believes that this idea is worth pushing forward even with all the hurdles ahead.</p> <p>Sheri Miraglia commented that have had to work in a building with no heat for two years and does not think that the college is able to handle the facilities as they are and cannot endorse the project if CCSF cannot resolve the current facility issues as well as if they don't have the funding to support it sustainably.</p> <p>Leslie Simon responded that they have never fundraised for a project like this but mentioned how wealthy people like to give to art and if they get involved with CCSF for the scale model, they might want to get involved in other aspects of the college. Leslie Simon added they are unable to go to the prospective donors unless they have the colleges interest to move forward.</p> <p>Malinalli Villalobos commented that there has been a shift in student conversations about in the past few months due to the lack of allocated spaces for students. Malinalli Villalobos added that now the conversations are more towards whether to use the student space and if they do, where would they need to move the students or create more spaces for them.</p> <p>J Carlin commented that they would look to invest in the college if it wasn't a model of the colonization of land.</p> <p>Alan D'Souza commented that what he understands is that they want endorsement to move on to with the projects exploration and funding but asked what would happen if they weren't able to get the endowment funding necessary to sustain it.</p> <p>Leslie Simon responded that they wouldn't do the project and added that they've had conversations with the leader Ramaytush Ohlone about the land acknowledgment and added that now with phones being so accessible, there could be a way to represent what has been lost and what the future could hold.</p>
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		<p>Malinalli Villalobos asked if this item would come back to PGC for a second read.</p> <p>Lisa Cooper Wilkins added that it is up to the council's vote whether to bring this up another time.</p> <p>This item will come back as a second read at the next meeting on November 16.</p> <p>No public comments.</p>
9	Standing Committee Reports	
	Enrollment Management Committee	<p>Presenter: Geisce Ly/Mitra Sapienza</p> <p>Updates:</p> <ul style="list-style-type: none"> <li>• The EFC have met 3 times this semester and in one of those meetings have endorse the 5 areas presented to the board about enrollment management priorities.</li> <li>• We have also discussed college attendance surveys and saw a presentation from Dean Erin Denny and Pam Mery about wait list data information.</li> <li>• Coming up we have we are going to be discussing Dual Enrollment, having Flex and the Retention and Outreach Task Force will be giving updates.</li> </ul> <p>Elizabeth Smith asked if the registration system was on the priority list.</p> <p>Mitra Sapienza responded that it is not because registration RFP (request for proposal) is part of Technology Committee.</p> <p>John Al-Amin added that in response to the registration system, they are look not only at the current system but are looking at their available options to make the changes need to have better results. He added there should be more information</p>



		<p>about the registration system changes and any RFPs within the next 6-8 weeks.</p> <p>Mitra Sapienza thanked John Al-Amin for the clarification and commented that Vice Chancellor Lee presented to the Board earlier this semester about recommendations and conclusions that the Enrollment Management Academy team when they went to the academy in San Diego over the summer. Mitra Sapienza added that the five areas the committee has officially endorsed are to engage in systems improvements, increasing Dual-Enrollment, awarding credit for prior learning, professional development and improving internal communication.</p> <p>No public comments.</p>
	Facilities Committee	<p>Presenter: AVC Alberto Vasquez</p> <p>Updates:</p> <ul style="list-style-type: none"> <li>• As for Buildings and Grounds, Ryan Schneider will have the temporary assignment as Superintendent for Buildings and Grounds, which will help alleviate some challenges they face with due to the departed director.</li> <li>• The Heat notice update sent out specified the keys areas but there have been concerns about some aspects like how MUB was not referenced at all.</li> <li>• The MUB heat had been functioning prior to that process and there are a couple sones that are being modified but overall, most of the building is working well.</li> <li>• The Rosenberg Air Circulation is working throughout the building but just the cooling component of the HVAC does not work.</li> <li>• The Facilities Committee have 4 new project managers that started in October which are still transitioning into the space, but if you are approached by one of them, they will have an ID since they are unfamiliar faces.</li> </ul>

		<ul style="list-style-type: none"> <li>• In the next couple meetings, they will be introduced with their variety of projects.</li> <li>• They have come up with the transition for retraining for all crafts and trades and are currently following up with certain groups to make sure they have access to it, which will be clearing up the Bin Genie request on our end.</li> <li>• Work orders will be hard to clear up as it takes a few weeks to resolve it, but it piles up quickly. We are looking at hiring more custodians to minimize that in the future.</li> <li>• We're starting to do preliminary steps to understand the potential impact of a parking structure, possibly on the north side of the STEAM building.</li> </ul> <p>Elizabeth Smith asked about the restrooms of Judson Village.</p> <p>Alberto Vasquez responded that recently there has been a pipe-burst at the Wellness Center as well as underneath the Judson Village buildings so, the bathrooms are down. He added they have a company doing work to restore and reroute the piping so hopefully early next week it will be addressed and open.</p> <p>Angelica Campos commented they were unsure if it was more related to Facilities or Health and Safety but mentioned the tables at Smith Hall and Student Union being filthy and asked where those concerns should be directed to.</p> <p>Alberto Vasquez responded it is a Facilities issue as it falls into the Custodian Department and due to a lot of staff calling sick in the mornings so they have been a bit understaffed, but hoped this issue will only be a temporary problem.</p> <p>Malinalli Villalobos commented that the elevator at the Student Union Building doesn't work after 5 pm and there are students that use that elevator to get to Wellness Center and BART station.</p>
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	<a href="#">Health &amp; Safety Committee</a>	<p>Presenter: Orlando Arriola</p> <p>Orlando Arriola commented that the proposal is based on a State of CA directive that there is a requirement for reporting in and out COVID-19.</p> <p>Report:</p> <ul style="list-style-type: none"> <li>• It shows the steps that it’s going to take for an employee to be able to report out to the other employees within a certain area where someone was exposed.</li> <li>• The highlighted sections of Labor Code 6409.6 show the more pronounced features</li> </ul>

		<p>that calls out when there is a COVID-19 case there needs to be a notification out to employees.</p> <ul style="list-style-type: none"> <li>• The date and location of infectious worksite need to be reported but also not too specific to reveal the worker that has been exposed.</li> <li>• Contact information also needs to be available to get ahold of Health &amp; Safety to provide support.</li> <li>• The notice needs to be sent out one business day after the confirmed case has been discovered and the posting would remain for 15 calendar days.</li> <li>• Looking at using the workplace portal for the information dissemination.</li> <li>• Have been working with different work groups and talked to the COVID-19 work group about the website, which still needs to be sorted out and where would the information be best housed since it is a COVID-19 portal.</li> <li>• Based on State requirement we are to provide the infectious period when they were on-campus, and the location needs to be enough information for the employees in that area to know they may have been potentially exposed to COVID-19.</li> <li>• The code has an expiration of January 2024, but it may be extended and we are looking for the next step to provide the notification.</li> </ul> <p>Lisa Cooper Wilkins commented that possibly in the next meeting or the December meeting, if there could be an update on the policy changes on the Communicable Disease Policy.</p> <p>J Carlin asked about air-filters and facilitating the process of getting those air-filters replaced. Orlando Arriola responded that they will need to identify the inventory first to then see how they can logistically get them out as quick as possible.</p>
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10	Future Agenda Items	SF Scale Model
11	Adjournment	<p>Motion to adjourn meeting. Moved Malinalli Villalobos, seconded by Angelica Campos.</p> <p>Meeting adjourned at 5:21 PM</p>