



**Participatory Governance Council  
October 19, 2023**

**MINUTES**

| Meeting Called to Order at 3:34 PM |  |  |
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| No                                 | Item   | Discussion/Outcome   |
| 1                                  | Land Acknowledgment (Procedural)                 | Read by Malinalli Villalobos   |
| 2                                  | Roll Call (Procedural)                           | <p><b>Council Members present:</b><br/>Students: Malinalli Villalobos, Amelia Khong, Angelica Campos, Emilio Gomez<br/>Administrators: Lisa Cooper Wilkins, Joyce Coffey, J Carlin, Cynthia Dewar<br/>Classified Staff: Michael Snider<br/>Faculty: Sheri Miraglia, Elizabeth Smith, Mary Bravewoman, Katia Fuchs</p> <p><b>Council Alternates present:</b><br/>Students:<br/>Administrator: John Al-Amin<br/>Classified Staff:<br/>Faculty:</p> |
| 3                                  | Approval of Agenda October 19, 2023 (Procedural) | Motion to approve the minutes as presented. Moved by Malinalli Vilalobos, seconded by Angelica Campos. Motion passed.  |

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| 4 | Approval of <a href="#">October 5, 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>Facilities. We are moving forward with concurring the construction management firm to replace the steampipes for the Visual Arts Heating Project. This afternoon our Governing Board Facilities Sub-Committee will be renewing and approving a contract for a construction company to come on campus and start replacing the underground steam pipe that runs from Cloud Hall to Science Building. We have also identified a permanent solution for Science Buildings heat which is to procure the necessary equipment. Unfortunately, the equipment needed is too big to be stored in the old heating room, but our architects are looking at designing an outdoor space where that equipment can connect to the building on the outside. In addition, we are taking on the conversation this after to the Facilities Sub-Committee meeting about naming MUB after late Supervisor Harold Britt and are hoping to move that discussion up through the Governance Process and then to the Board for final consideration of approval.</li> <li>PGC Facilities Committee: There was a great presentation and discussion regarding the SF Scale model that I believe is coming to the PGC Agenda in the future. We are in the feasibility study phase right now and are looking at different locations. We have also been working on the update for COVID. There are individuals around campus coming together to create a</li> </ul> |

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|  |                                      | <p>task force, which we have met, and will review the existing COVID website. This is an opportunity to reset the existing website and start with a fresh idea and concept, given the environment and state we operate today, in respect to the COVID pandemic.</p> <ul style="list-style-type: none"> <li>• Downtown Center: We have received interest from an artist regarding a window film, like one in our Chinatown/North Beach location. This window looking in will appear to have a picture or design but looking out will be see into the city. The artist and the series of artworks would take up the entire first floor, where outside facing windows are located. The Works of Art Committee has and will take up the conversation and will most likely come to PGC as an upcoming item for the committees' consideration.</li> <li>• Recycling: We have had a conversation with our SEIU labor partners in respect to the Utility Worker position which is a new position here at CCSF. The position is a Civil Service Sub-Position, so we do have to go through the proper process. We are hoping the Board of Trustees will consider the position description in our coming meeting so we can officially add it to our SEIU classification and ultimately fill those positions. Those utility workers are critical to our college moving forward as they will not only assist in recycling efforts, a variety of other jobs that they will be able do to help our internal and external facilities.</li> </ul> <p>No public comments</p> |
|  | Awards and Recognition (Information) | <p>Malinalli Villalobos recognized the resource centers on campus that have been doing events work and open houses like City Dream, as their open house and writing workshop, in collaboration with</p>  |

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|   |  | <p>undocumented legal action, was very successful. In addition, Malinalli Villalobos recognized the QRC for their open house.</p> <p>Malinalli Villalobos acknowledged that the month of October was Mental Health awareness month, and the day October 19 was Trans-Domestic Violence awareness day. In addition, Malinalli Villalobos recognized the students that organized the National Day of Action lockouts and are standing in solidarity with the Palestinian community.</p> <p>J Carlin expressed the appreciation for the African American Resource Center as it is moving ahead with hiring a new coordinator and are hoping to have the center open in the next 2 weeks. J Carlin added they are hoping to have an open house, most likely in the Spring, but the resource center will be open at their new location, which is still being determined.</p> <p>Malinalli Villalobos asked where the location of the resource center will be when it is opened. J Carlin answered that the resource center is still open at its temporary location and once the coordinator is chosen, they will ultimately have a say in the final location decision.</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>No public comments</p> <p>Lisa Cooper Wilkins reminded that there is a need to have 9 council members present in order to meet quorum. SB 2449 would allow for two meetings where council members can be remote. We will have a Zoom option because we want to accommodate the public</p> <p>Michael Snider commented that unless another location for the meeting is found he will not be able to join in-person due to health and safety reasons.</p>  |

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|   |  | <p>Elizabeth Smith asked about alternates and their accommodation and if there will be a discussion at the next meeting.</p> <p>Lisa Cooper Wilkins responded that it will be discussed at the next meeting.</p> <p>Mary Bravewoman mentioned that would need to leave earlier to the Board meeting.</p> <p>No public comments</p>  |
| 9 | New Business   |   |
|   | <p>a. <a href="#">Lactation Policy</a> First Read<br/>(Possible Action Item)</p> | <p>Presenter: Leticia Santana Sazo</p> <p>Leticia Sazo stated that the intention for the Lactation Policy is for the district to remain in compliance with the Federal law under the fair labor standards.</p> <ul style="list-style-type: none"> <li>• The policy also includes lactation, discrimination, harassment. The form was created. The form includes various centers and rooms identified for Lactation accommodations.</li> <li>• The form will be on the college website and also will be shared with employees and student employees.</li> <li>• Employers need to ensure that they provided reasonable and appropriate facilities to accommodate any employee desiring to express milk for their infant child during t period of one year after the baby's birth.</li> <li>• The policy provides specific information for the different areas of compliance, specifically regarding break times, providing a designated private location and a place to store their expressed milk.</li> <li>• The policy also has protections against discrimination, harassment and retaliation related to breastfeeding of lactation.</li> <li>• A form has been created for individuals that already have set break times in their contracts, where these individuals can have both their</li> </ul> |

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|  |  | <p>regularly scheduled break as well as any other additional breaks needed. The form is there to facilitate the process between the employee and supervisor.</p> <ul style="list-style-type: none"> <li>• Vice Chancellor Geisce Ly assisted by putting together a list of locations, not just on Ocean Campus, that are specifically for lactation rooms.</li> <li>• There is work with the Facilities Department to ensure that the rooms meet the criteria established under the law.</li> <li>• This information will be included in the employee handbooks as well as the HR webpages on the City College Website. In addition, this will be shared with the Leadership of Student Affairs Division, to make student employees and students aware of the resource.</li> </ul> <p>Michael Snider asked if the new buildings would have lactation rooms.</p> <p>Leticia Sazo responded that under the law all new buildings by law are required to have allocated lactation spaces but refers Michael Snider to John Al-Almin for a better response.</p> <p>John Al-Amin stated that all requirements for Lactation were included for ADA, lactation and any other requirement by law. John Al-Almin added that they make sure to ensure, as a part of the DSA review, to meet not only current construction standards by any applicable laws related to access, including compliance with Federal law which this policy is included in.</p> <p>Malinalli Villalobos asked what the process would look like if the accommodation needed longer than 1 year.</p> <p>Lety Sazo replied that if the room is needed longer, it should not be a problem.</p> <p>J Carlin asked if the policy should include the extension of 1 year.</p> |
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|  |  | <p>Lety Sazo replied that it's not under her authority to answer that question accurately but will bring it up at their next conference meeting. Leticia Sazo added that having worked in Human Resources, specifically starting the Supervision of the Leave of Absence unit, they have seen that the college is very generous and helpful if needing extra support.</p> <p>J Carlin thanked Leticia Sazo and commented that they need policies that will protect them so although there is a history of goodwill, they want policies in place that will protect the people's rights no matter what. J Carlin added to encourage the use of gender inclusive language for people as there as people who don't identify as being a woman but do lactate.</p> <p>Katia Fuchs asked if the allocated locations are first come first serve and if so, what is the purpose of the form.</p> <p>Leticia Sazo responded that the rooms to their understanding should be allocated primarily for lactation and be identified as such.</p> <p>Katia Fuchs reworded the question and asked if an individual needs to express milk or feed a child, will they be able to use one of these rooms or do they need a form on file to use it.</p> <p>Leticia Sazo responded that no form is necessary for them to use the room and the form is more for the employee and supervisor to have communication about the necessary lactation breaks.</p> <p>John Al-Almin thanked Leticia Sazo and added that the rooms are specifically designated for this purpose, so it is first come first serve but there is a variety of rooms on campus available. John Al-Almin added that if it presents a problem that staff in one area are all taking breaks simultaneously, then developing a schedule with the managers, so that they can continue to provide sufficient time for individuals to share the space.</p> <p>John Al-Almin mentioned the previous questions from J Carlin and that although Federal law specifies a year, CCSF follows federal, state and local guidelines and the policy refers to Section 130 of the State laws Labor Code which does not limit it to a year as long as</p> |
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|  |  | <p>someone desires to express milk but break times should be worked out with their supervisors in order for them to continue to be able to do that.</p> <p>Motion to extend time 5 minutes. Moved by Katia Fuchs seconded by Angelica Campos. Motion passed.</p> <p>Elizabeth Smith commented that the policy needs to reflect what John Al-Almin said about it not being difficult to extend it past a year and that in some instances leaves are prescribed by doctors or employees are prevented to do their jobs.</p> <p>Stephanie Chenard asked for clarification that these rooms are only going to be designated for lactation purposes as they heard someone mention that the rooms may be borrowed if not being used. John Al-Amin responded that these rooms have been designated as lactation rooms and there is no other intended purpose that has been specified for these rooms.</p> <p>Leticia Sazo mentioned that in work areas, there may be areas that are specifically designated aren't specifically for lactation, it may be used by somebody who needs to express milk. Leticia Sazo added that expressing milk is not designated to only lactation rooms and if a person chooses to use another room, then it would be considered a multi-purpose room. Stephanie Chenard thanked Leticia Sazo for the clarification on the protection of designated lactation spaces.</p> <p>Malinalli Villalobos asked if the lactation rooms will be available and accessible for students. Leticia Sazo responded that they hoped it would be accessible to everyone.</p> <p>Lisa Cooper Wilkins clarified that in a previous discussion it was established that all employees would be able to use the rooms, including student employees, but asked if students that employees are not would be able to use it.</p> |
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|    |  | <p>Lisa Cooper Wilkins commented that there is a need to gather more information about the accessibility of lactation rooms for all students, as it seemed they are unsure about the answer.</p> <p>Amelia Khong commented she had the same concern as Malinalli Villalobos about the accessibility of the lactation rooms for students.</p> <p>Angelica Campos commented that the rooms will be available for students, as on page 3 of Lactation Policy, it specifies a specific lactation room at the Chinatown/North Beach Center which is designated for students as well as one for faculty and staff.</p> <p>John Al-Almin commented that the Orfalea Foundation provides centers for students to use and the labor code that applies to this policy addresses rooms for employees and does not include students.</p> <p>Lisa Cooper Wilkins apologized because the sound cut off but mentioned the last comment was about how the requirement is that students receive reasonable accommodations.</p> <p>John Al-Almin restated the comment and added that on the policy, the rooms that would be used for student s were MUB 145 and 147, and if there becomes more demand, there is enough space to set aside addition spaces for students and shared the Chapter 3.8 Lactation Accommodation policy.</p> <p>John Al-Almin added that any additional questions should be redirected to him, Lisa Cooper Wilkins, or Leticia Sazo.</p> <p>No public comments</p> |
| 10 | Standing Committee Reports   |   |
|    | <ul style="list-style-type: none"> <li>Budget Committee</li> </ul> | Presenter: John Al-Amin   |

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|  |   | <p>The item was moved to the next meeting due to the presenter's absence.</p> <p>No public comments</p>   |
|  | <ul style="list-style-type: none"> <li>Diversity Committee</li> </ul> | <p>Presenter: Clara Starr</p> <p>The item was moved to the next meeting due to the presenter's absence.</p> <p>No public comments</p>   |
|  | <ul style="list-style-type: none"> <li>Planning Committee</li> </ul>  | <p>Presenter: Pam Mery</p> <p><a href="#">Planning Committee Report</a></p> <p>Pam Merry mentioned that the committee always reviews their committee description as part of starting out the academic year and slightly changed the objectives for the year and want to make sure that the plan is well understood and articulated.</p> <p>Pam Merry acknowledged the faculty coordinators who work on faculty at Student Learning Outcomes and Student Services Outcomes, for their work in submitting the outcomes and assessments to Student Affairs, specifically SSO's and Equitable Access to Success (EASE) which relates to student services at centers.</p> <p>Pam Merry also acknowledged EASE as they were well represented during their site visit and visit to the center and the hard work. They have done to make Student Services more equitable at the centers.</p> <ul style="list-style-type: none"> <li>First change pertains to institution set standards and stretch goals, such as how many certificates should be the bare minimum number of certificates.</li> <li>This is a way the college can think about how we're working together to meet the goals.</li> <li>In most recent years, we have been surpassing the stretch goal due to a conservative set goal from a few years ago. This needs to be revisited with an equity focus which we have</li> </ul> |

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|    |                     | <p>been working with the Student Equity Strategies Committee to revise it.</p> <ul style="list-style-type: none"> <li>• Another objective is making sure that they the Education Master Plan is well understood and well-articulated with other college wide planning, which includes institutionalizing equity.</li> <li>• Something that has come up is maintaining a calendar around when plans are due, particularly long-range college wide plans, which is related to the Mission Statement.</li> <li>• The target timeline for review of the Mission Statement is for Fall 2024 but the Education Master Plan does need to review and updated. The current Education Master Plan runs through 2024 so we need to be mindful of the window between reviewing the Mission Statement and EMP.</li> <li>• The Mission Statement uses language like basic skills and the committee considers every question and concern during the review.</li> </ul> <p>Pam Mery added that any questions about planning committee can be sent to <a href="mailto:mpmery@ccsf.edu">mpmery@ccsf.edu</a>.</p> <p>No public comments.</p> |
| 11 | Future Agenda Items | <ul style="list-style-type: none"> <li>• SF Scale Model presentation</li> <li>• Conversation about alternates</li> <li>• Council member Snider's comment on changing the location</li> <li>• Budget and Diversity committee updates</li> </ul>  |
| 12 | Adjournment         | <p>Motion to adjourn the meeting. Moved by Malinalli Villalobos, seconded by Katia Fuchs.</p> <p>Meeting adjourned at 4:46 PM</p>   |