



**Participatory Governance Council
October 5, 2023**

MINUTES

Meeting Called to Order at 3:35PM		
No	Item	Discussion/Outcome
1	Land Acknowledgment (Procedural)	Read by Lisa Cooper Wilkins
2	Roll Call (Procedural)	<p>Council Members present: Students: Malinalli Villalobos, Amelia Khong, Angelica Campos Administrators: Lisa Cooper Wilkins, Joyce Coffey, Cynthia Dewar Classified Staff: Michael Snider, David Delgado Faculty: Sheri Miraglia, Elizabeth Smith, Mary Bravewoman, Katia Fuchs</p> <p>Council Alternates present: Students: Emilio Gomez Administrator: John Al-Amin Classified Staff: Linda Liu Faculty: Fanny Law</p>
3	Approval of Agenda October 5, 2023 (Procedural)	Motion to approve the minutes as presented. Moved by Amelia Khong, seconded by Elizabeth Smith. Motion passed.

4	Approval of September 21, 2023 Minutes (Procedural)	Motion to approve the minutes as presented. Moved by Malinalli Villalobos seconded by Elizabeth Smith. 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"> CCSF Parking: We are looking for viable long-term parking solutions and are starting to put together cost estimates for this project. The district is going to collectively must figure out how they are going to fund the parking structure and how they will be able to fit this project in with the existing bond. This may cause current projects to be deferred to a later bond due to the size of this one. Downtown Center: City of San Francisco is determining what to do with the Downtown CCSF Center. We did receive a letter from the mayor's office to determine what to do with the center, as a long-term solution. As of now City College has not and will not make any long-term decisions regarding the centers building and use, other than for instructional classes. Free City Debt Program: The Free City Debt Program is starting the process of eliminating student debt. Due to the large number of students, it will take some time to get through everyone. We are hoping to have the debt waived for some fall late-start opportunities this semester but if not for these students, then certainty for spring full-term registration.

		<ul style="list-style-type: none"> • Heating Projects: We have identified permanent heating equipment for our Science Hall. The buildings original infrastructures heating equipment is very outdated meaning unfortunately the energy effective heating equipment may not fit into the existing heating room. The facilities team is looking for opportunities to potentially attach that heating equipment outside of the building that would connect it to the building and become a permanent fixture to provide consistent and ongoing heat. • Visual Arts Extension: We are hoping to get a contract from the governing board this month for a project to replace the underground steam pipes from Cloud Hall with the Visual and Creative Arts extensions. If the board approves the contract, we hope the construction crews will be on-site soon. • John Adams Center: We have been working with the residents of the John Adams Center from across the street but there have been concerns regarding illegal activity which have been reported. The activity reported seemed to be occurring within overgrown trees and bushes which are a secluded area. We've had a partnership with the city which has people there to clean up and maintain the trees and bushes. Now that this secluded area has been eliminated the reported activity no longer happens. This is a good step for students, employees and community members to have safe access to the center. • Naming of the MUB building: Several semesters ago, our board passed a resolution to start the process of renaming the MUB building for Late Supervisor Harry Britt. We are
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		<p>going to pick up that process again and are on the agenda for the PGC facilities committee this month. This will ultimately come back to this group for consideration and recommendation to the full governing board.</p> <p>Malinalli Villalobos thanked the Chancellor for providing information about the elimination of student debt and the various aspects of this program.</p> <p>Malinalli Villalobos asked how all this information is going to be communicated to the students that need the student debt elimination and have been lost after many years.</p> <p>Chancellor David Martin responded that although he does not have the specifics of the program, the Student Retention and Outreach committee will be coming together as they are a key part of the response. Chancellor David Martin added that they have been contacting students on an individual basis and plan to have a more comprehensive plan in respect to student recruitment and retention.</p> <p>Malinalli Villalobos asked what we should tell students at the Downtown Center regarding the use of the building.</p> <p>Chancellor David Martin replied that as of that moment there are no other plans other than to offer instructional classes there and if any changes happen to the plan in the near future, we will keep the entire college up to date.</p> <p>Elizabeth Smith mentioned the previous meetings topic of temporary rehire for faculty in ESL. Elizabeth Smith clarified that for the English department it was said that there were 11-12 sections but in reality, there was only 6 sections for English due to students being co-enrolled in classes.</p> <p>Chancellor David Martin thanked Elizabeth Smith for the clarification.</p>
	Awards and Recognition (Information)	<p>Malinalli Villalobos highlighted the special elections for associate student council at JAD and Mission Center and recognized the newly elected representative student leaders. Malinalli Villalobos</p>

		<p>also thanked all candidates who participated in the elections.</p> <p>Joyce Coffey recognized faculty member, Margaret Romo's a 1999 graduate from our nursing program who received National and International DAISY Award for excellent care and service for her profession at Seaton Hospital.</p> <p>Edith Kaeuper recognized the board of Registered Nurses recommendation for Continual Programmatic approval for programmatic accreditation. Edith Kaeuper thanked all the faculty for the hard work they did to accomplish this achievement and specifically Joyce Coffey for her hard work in needing that effort.</p> <p>Lisa Cooper-Wilkins recognized that a number of areas are going through audits and specifically mentioned the DSPS program for their news that they successfully passed their audits. Lisa Cooper Wilkins congratulated the faculty and staff who support the students in the program.</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"> • In-person Meeting Regulations SB 2449 • BoardDocs Demo Update LINK 	<p>Lisa Cooper Wilkins thanked everyone who was present at the meeting and reminded everyone to continue to communicate if unable to attend and utilize their alternates to join on your behalf as stated in SB 2449.</p> <p>Lisa Cooper Wilkins added they are still getting updates on who the voting members are so they can be added and are waiting for additional guidance from board docs, to utilize their structure to organize meetings.</p> <p>No public comments</p>
	<p>b. AP 1.15 Second Read (Action Item)</p>	<p>Presenter: Kristin Charles</p>

	<p>Kristen Charles reminded everyone that this was discussed in the previous meeting without corrections but when it went to the board, they changed it to include students explicitly.</p> <p>Kristen Charles added that after those changes, they received a counter proposal from the classified Senate.</p> <p>Sheri Miraglia motioned to approve the option the Board had approved and was seconded by Michael Snider.</p> <p>Kristen Charles clarified by stating that option A was what the Board has asked, and option B was the suggestion from the Classified Senate.</p> <p>Sheri Miraglia corrected themselves and changed the motion to approve option B instead.</p> <p>Angelica Campos rejected the motion due to option B limiting student involvement while option A asserts the importance of student voices.</p> <p>Amelia Khong agreed with Angelica Campo's statement.</p> <p>Elizabeth Smith asked if anyone who was present at the first read knows why the language "student input" was removed.</p> <p>Kristin Charles replied that they added the last line instead of inserting it in the middle of the paragraph for option A making it more concise than option B.</p> <p>Sheri Miraglia amended her motion to option A.</p> <p>Michael Snider withdrew his second due to the original presenter not being present at the meeting.</p> <p>Amelia Khong asked if Kristen Charles could reexplain option A for more clarity.</p> <p>Kristen Charles replied that option A has language added as requested from the board while option B has similar but not the same information in a more streamlined way.</p>
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		<p>Malinalli Villalobos second the modified motion from Sheri Miraglia.</p> <p>Linda Lui objected option A's idea that student input is the most valuable input due to receiving input from various other groups.</p> <p>Emilio Gomez commented that they don't believe option B is viable because it leaves out the direct or indirect impact on students that the student input has on the PGC council.</p> <p>Lisa Cooper-Wilkins thanked everyone for the input and clarifications.</p> <p>Motion to approve the newly edited option A. Moved by Sheri Miraglia and seconded by Malinalli Villalobos. Motion passed with item A version selected.</p> <p>No public comments</p>
	c. AP 5.23 Second Read (Action Item)	<p>Presenter: Edith Kaeuper</p> <p>Edith Kaeuper reminded everyone that this was already approved and sent to the board, but a few amendments were made to the language and referred to 3C2A.</p> <p>Edith Kaeuper added that the PE, Dance and Athletics department updated the name to 3C2A which is a non-substant change. Edith Kaeuper added that by removing the extra language, which was in the bylaws of 3C2A, to prevent having to update the item safety again.</p> <p>Moved by Michael Snider seconded by Malinalli Villalobos. Motion passed.</p> <p>No public comments</p>
	d. AP 5.27 Second Read (Action Item)	<p>Presenter: Sheri Miraglia</p> <p>Sheri Miraglia reminded that this was the second read about instructional materials fees. Sheri Miraglia stated that they are amending AP 5.27 and adding a</p>

		<p>section that discusses student material fee, in which student materials are consumed in the process of the course.</p> <p>Sheri Miraglia clarified that this information was already in BP 6.13 but is now being added to AP 5.27 in section G.</p> <p>Motioned to move the item forward with the recommended changes. Moved by Angelica Campos and seconded by Michael Snider.</p> <p>No public comments.</p>
9	New Business	
	a. Lactation Policy First Read (Possible Action Item)	<p>Presenter: Clara Starr/Leticia Santana Sazo</p> <p>Lisa Cooper Wilkins defers the item to the next meeting due to presenters' absence.</p>
	b. Free City Multi-Year Marketing Campaign Project Update (Information Item)	<p>Presenter: Lisa Cooper Wilkins</p> <p>Presentations: Free City Marketing Campaign Project Free City Debt Program</p> <p>Updates:</p> <ul style="list-style-type: none"> • The Free City Oversight Committee has expressed an interest in having marketing campaigns solely to create more awareness about the Free City Program. • There have been concerns about things impeding SF residents from utilizing the program. • There is interest in having more connection and continuity between Free City and CCSF messaging moving forward as they use any marketing and promotional strategies. • They will be using ASIR Marketing Approach as they have worked together in the past to hopefully use real-time CCSF

		<p>students in ads and to leverage social media to a greater extent.</p> <ul style="list-style-type: none"> • The use of both traditional and digital marketing strategies; leveraging data analytics and technology to reach target audiences. <p>In addition, Lisa Cooper-Wilkins mentioned the development of cobranding the Free City program logo with CCSF logo and hoped to enhance awareness about Free City College Program through marketing and promotional materials.</p> <p>Lisa Cooper-Wilkins added that an approach brought up was that they should leverage the Free City Debt Program to the students from Fall 2017 to Fall 2022, encouraging them to enroll in the Spring term.</p> <p>Malinallo Villalobos commented that it is important to focus on current students that don't know about Free City or that do but need extra support in the process. Malinallo Villalobos appreciated Lisa Cooper-Wilkins outreach to perspective students as well.</p> <p>Katia Fuchs mentioned that the math department has been developing a data science program and is promoting students to bring in students to do some of the new analytics and participate in that effort. Katia Fuchs spoke on Malinallo Villalobos comment on thinking of the students that we have and using their skills to bring in new students.</p> <p>Elizabeth Smith asked when the proposal launch was. Lisa Cooper-Wilkins responded that the proposal launch was for Fall 2023 and the Department of Child, Youth and Family Services has already approved the funding that would come out of the administrative budget for Free City. Lisa Cooper-Wilkins added that the next Free City item discussed will be the marketing aspect at the next meeting.</p> <p>Lisa Cooper-Wilkins mentioned how the Free City Debt Program will positively impact students with outstanding fees unable to enroll in classes. Lisa</p>
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		<p>Cooper-Wilkins added that FAQ's has been added to the Free City Program website.</p> <p>Lisa Cooper-Wilkins updated that the number of students processed for the debt relief has increased and are processing as much and quickly as they can.</p> <p>Amelia Khong asked if this program is only available for students enrolled from Fall 2017 forward and mentioned knowing a student which enrolled before 2017. Amelia Khong asked if there is any support for those students as well.</p> <p>Lisa Cooper-Wilkins replied that they can ask to see if that is possible.</p> <p>Emilio Gomez asked if this program is trying to push students to register for the Free City Program after they have received their debt relief.</p> <p>Lisa Cooper-Wilkins replied that the message includes encouragement that they are now able to register and promotional messaging that encourages them to reply for Free City.</p> <p>Malinalli Villalobos asked if there is a mechanism for the program to be alerted of students who don't apply for Free City but do qualify for the program's benefits. Lisa Cooper-Wilkins replied that admissions and records have retroactively gone back and help support a student up until the last day of that current semester to hopefully fix it. Lisa Cooper-Wilkins mentioned that they do not know whether a mechanism is in place that triggers an alarm to let the program know but will ask.</p> <p>No public comments</p>
10	Standing Committee Reports	
	<ul style="list-style-type: none"> Diversity Committee Report 	<p>Presenter: Clara Starr</p> <p>The report was delayed due to the presenters' absence.</p> <p>No public comments</p>

	<ul style="list-style-type: none"> Technology Committee Report 	<p>Presenter: Ellen Rayaz/JR Hall</p> <p>Presentation</p> <p>Ellen Rayaz reminded everyone of the Technology Committee Objectives.</p> <p>Mid-Term Reflection:</p> <ul style="list-style-type: none"> The Technology Plan's purpose is to support CCSF's mission and Education Master Plan as well as, provide a vision and articulate key college-wide technology initiatives at CCSF. The Technology Plan Goals are to support instruction and learning, enhance information security, support communication, collaboration and innovation as well as develop sustainable strategies for the technology. Identified 9 technology priorities and have created potential projects/initiatives that support these priorities. <p>Ellen Rayz reported some initiative examples that are ongoing or completed.</p> <p>JR Hall reported their initial take on replacing labs which are based on the idea of trying to get a good cross section of things that will impact students quickly.</p> <p>JR Hall mentioned that the status of completing the labs is taking some time due to a conservative approach, but they are trying to get everything done as soon as possible.</p> <p>Stephanie Chenard asked if the lab is open.</p> <p>JR Hall replied that it is open but is unsure of what is reservable or not in that space. JR Hall added that the ACRC lab will be a shared space that are will be working on upgrading as well.</p> <p>Malinalli Villalobos asked whether the age of the OmniPro computers, in the Rosenberg Student Resource Center, will impact the usefulness and</p>
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		<p>quality of the technology and whether they are worth having.</p> <p>JR Hall responded that lots of the apps are still working but not working very well, but they are still making the best use of those computers as limited as they are.</p> <p>No public comments</p>
11	Future Agenda Items	<p>AP 2.07 Participatory Governance Council</p> <p>Additional PGC work updates</p>
12	Adjournment	<p>Motion to adjourn the meeting. Moved by Malinalli Villalobos, seconded by Angelica Campos.</p> <p>Meeting adjourned at 5:03 PM</p>