



**Participatory Governance Council  
September 21, 2023**

**MINUTES**

Meeting Called to Order at 3:39 PM		
No	Item	Discussion/Outcome
1	Land Acknowledgment (Procedural)	Read by Lisa Cooper Wilkins
2	Roll Call (Procedural)	<p><b>Council Members present:</b> Students: Malinalli Villalobos, Amelia Khong, Angelica Campos Administrators: Lisa Cooper Wilkins, J. Dawgert-Carlin, Joyce Coffey, Cynthia Dewar Classified Staff: Michael Snider, David Delgado, Justin Geneviro Faculty: Sheri Miraglia, Elizabeth Smith, Mary Bravewoman, Katia Fuchs</p> <p><b>Council Alternates present:</b> Students: Emilio Gomez Administrator: Stephanie Chenard, John Al- Amin Classified Staff: Faculty: Alan D’Souza, Joe Reyes, Fanny Law, Alex Leyton</p>
3	Approval of Agenda September 21, 2023 (Procedural)	<p>Lisa Cooper Wilkins asked the council member to move the Chancellor’s report forward as there is no in person quorum.</p> <p>Justin Geneviro mentioned that the SEIU team is not at the meeting in person due to the bargaining meeting.</p>
4	Approval of September 7, 2023 Minutes (Procedural)	Lisa Cooper Wilkins reminded that there is still no in-person quorum. At this moment we are unable to conduct official votes, however, we can review what is stated on the agenda.

		<p>Malinalli Villalobos added corrections to item 8B and the correction to the spelling.</p> <p>Angelica Campos mentioned spelling corrections on the minutes.</p> <p>No public comments</p>
5	Public Comments on Items not on the Agenda (Procedural)	No public comments
6	Chancellor's Report	<p>Chancellor David Martin  <a href="#">Video Report</a></p> <ul style="list-style-type: none"> <li>Principal's Breakfast: Yesterday, numerous San Francisco Unified School District principals visited our campus for a breakfast event aimed at building and strengthening partnerships. Dr. Jesse Lee, Dr. Cooper Wilkins, and others organized the event. It was well-attended, and our students provided a delicious lunch. We hope to leverage this work to further enhance our relationship with San Francisco Unified.</li> <li>City College Foundation: The City College Foundation had previously become a separate 501(c)(3) nonprofit entity. However, we are now considering the option of bringing the foundation back under City College's umbrella. This decision is based on the long-term interests of both organizations, and further discussions and work are needed to explore this concept.</li> <li>John Adams Center: We have been addressing concerns and reported activity in front of the local John Adams Center. Working with local agencies, we are currently focusing on tree trimming and cleaning up the brush in front of the center to discourage the reported activity. This partnership aims to provide a safer environment for our employees and students.</li> </ul>

		<ul style="list-style-type: none"> <li>• COVID Website: The COVID website has been regularly updated over the past several years, but we are now considering creating a fresh and more relevant website. The Health and Safety Committee, led by Dr. Cooper Wilkins and Chief Mario Vasquez, is forming a task force to work on this project. Those interested in participating in these conversations should reach out to them.</li> <li>• Statewide Legislation: The State of California has recently made changes to travel restrictions, lifting the ban on public funds for travel to specific states. We are researching how this affects City College and our Local Board policy and will provide more information to the college community soon.</li> <li>• Administrative Positions: The search for the permanent Vice Chancellor of Academic Affairs and Institutional Effectiveness has closed, and the search committee will review applications. Additionally, the search for the Associate Vice Chancellor of Labor Relations will begin in the coming weeks. We are also exploring the revamping of the General Counsel position at City College. Apologies for the pre-recorded video, as the speaker is attending statewide committee meetings for technology and the CEO board. They look forward to participating in real-time in two weeks.</li> </ul> <p>Shawn Yee acknowledged that the sound quality of the video was not great, despite efforts to maximize the volume.</p> <p>Lisa Cooper Wilkins added that video will be shared on the PGC website for those who want to review it later.</p>
	Awards and Recognition (Information)	Malinalli Villalobos recognized all candidates that are running for the Associated Students Council special election at JAD and Mission centers. In addition,

		<p>Malinalli Villalobos recognized the CCSF Athletics teams.</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 reminded to revisit the SB2449 regulation. She added that PGC will always have a hybrid meeting, but at least nine members and/or alternates need to be in person.</p> <p>Lisa Cooper Wilkins also offered an opportunity to review the BoardDocs demo.</p> <p>No public comments</p>
	<p>b. PGC Working Group/Taskforce Updates</p>	<p>Presenter: Lisa Cooper Wilkins</p> <p><a href="#">Presentation</a></p> <p>The working group was created to develop recommendations that will result in a District-wide Strategic Communication Management Plan.</p> <ul style="list-style-type: none"> <li>• Any volunteers are welcome to participate.</li> <li>• Significant time was spent on identifying what communication platforms exist, what are the core messages that need to go out.</li> <li>• Will be working on a comprehensive plan.</li> <li>• One of the other goals is to create a communication tree.</li> <li>• A communication schedule will be finalized.</li> </ul> <p>Community Standard Workgroup</p> <ul style="list-style-type: none"> <li>• The purpose of this workgroup it so collaboratively develop community agreements for the PGC that once reviewed,</li> </ul>

		<p>vetted and officially adopted, will then also be shared with PGC's standing committee.</p> <p>No public comments</p>
	<p>c. <a href="#">AP 1.15</a> Second Read (Action Item)</p>	<p>Presenter: Kristin Charles</p> <p>Kristin Charles reminded that last time this item was brought up to PGC, the Board asked for some edits. Wanted to honor the Classified Senate input. The Board hasn't approved the procedure they approved the policy. Kristin Charles added that when voting members take vote on this item, they will be asked to decide which option they want (A or B).</p> <p>Sheri Miraglia wanted to clarify the underlying item A and B. The item B happened after A.</p> <p>J Carlin added that B seems to reflect the policy more accurately.</p> <p>No public comments</p>
	<p>d. <a href="#">AP 5.23</a> Second Read (Action Item)</p>	<p>Presenter: Edith Kaeuper</p> <p>Lisa Cooper Wilkins reminded that the members won't be able to vote but any additional information can be shared.</p> <p>Edith Kaeuper stated that if everyone approved, she would like to have a stipulation that CCCAA get changed to 3C2A. Edith Kaeuper added that it is not a substantive change.</p> <p>Lisa Cooper Wilkins added that it will be a permissible correction.</p> <p>No public comments</p>

	e. <a href="#">AP 5.27</a> Second Read (Action Item)	<p>Presenter: Sheri Miraglia</p> <p>No changes, it was brought in two weeks ago. She asked if anyone had questions regarding this item.</p> <p>No public comments</p>
9	New Business	
	a. <a href="#">Lactation Policy</a> First Read (Possible Action Item)	<p>Presenter: Clara Starr/Leticia Santana Sazo</p> <p>Lisa Cooper Wilkins asked if any number was identified for this item.</p> <p>Kristin Charles stated that there was a conversation, and this item wouldn't be an AP, possibly a VP.</p> <p>Kristin Charles mentioned that this is required by law, therefore, it is not an administrative or board procedure.</p> <p>Clara Starr stated that she was hoping that this item could get approved today. Lisa Cooper Wilkins reminded that there is no quorum to vote.</p> <p>Lety Sazo mentioned that there was not an AP or BP existing before regarding Lactation Policy. The Lactation Policy laws were always included in the Employee handbooks and the information was provided to people who were affected.</p> <p>Lisa Cooper Wilkins added that additional research will be conducted regarding this item in collaboration with Clara Starr.</p> <p>No public comments</p>

	<p>b. Travel policy <a href="#">AP 2.19</a></p>	<p>Presenter: John Al-Amin</p> <p>Provided a quick update: currently looking at existing policies throughout the State and looking at aligning our per diem policy with the State Department of Human Resource that is applied for state agencies.</p> <p>One of the things that is missing is that we make updates to the policy based on that change.</p> <p>Per diem rate was a question from the constituent groups. That hasn't changed and will be updated routinely.</p> <p>Lisa Cooper Wilkins added that mileage and per diem were the questions.</p> <p>John Al-Amin stated that mileage is established by IRS and that is consistent with IRS codes and it hasn't changed.</p> <p>Sheri Miraglia added that Mitra Sapienza asked to bring it to PGC. Due to inflation, travel, mileage, and approval values are being updated and if that's what CCSF would do.</p> <p>John Al-Amin stated that the Finance Office will be routinely updated. The current rates are consistent with State/Federal rates. CCSF is to the provisions of the State.</p>
10	Standing Committee Reports	
	Health & Safety Committee	<p>Presenter: Orlando Arriola</p> <p>Orlando Arriola reported that the committee is doing a round of edits to the AP2.03 Communicable Disease policy and will be able to share that with the PGC members.</p> <p>Michael Snider asked about the contact tracing and asked what the OSHA policy is. Michael Snider added that for the next meeting he would like to have more</p>

		<p>information on what kind of paperwork is required, would like to have some kind of information from OSHA. Have a lot of faculty and student-employees concerns.</p> <p>Orlando Arriola added that there was a round table discussion regarding the contact tracing. The research is ongoing.</p> <p>Health and Safety committee will look at the COVID website for updates.</p> <p>No public comments</p>
11	Future Agenda Items	<p>Sheri Miraglia suggested a discussion of meeting a quorum. Lisa Cooper Wilkins stated that we will need 9 members in order to meet a quorum.</p> <p>J Carlin added that all members need to be in person, can be excused twice. If a member can't make it, need to identify a proxy.</p> <p>Katia Fuchs clarifying if she and Joe Reyes can alternate as they have a conflict with another STEM meeting. Lisa Cooper Wilkins responded that members need to have a discussion with their constituent groups.</p> <p>Amelia Khong, Angelica Campos, Emilio Gomez added that they will be able to attend in person next time.</p> <p>Lisa Cooper Wilkins will clarify whether it is twice per semester or academic year. Twenty percent of the total meetings, from the annual account of meetings.</p> <p>Cynthia Dewar is the lead for the Administrators, Sheri Miraglia is for Academic Senate, Classified – Maria Salazar-Colon.</p> <p>Cynthia Dewar mentioned that there is some confusion about whether some meetings are in person or online.</p>



		Lisa Cooper Wilkins clarified that per Brown Act, we need to meet in person to meet a quorum, but we offer Zoom options for the public and presenters.
12	Adjournment	<p>Motion to adjourn the meeting. Moved by Katia Fuchs, seconded by Cynthia Dewar.</p> <p>Meeting adjourned at 5:10 PM</p>