



**Participatory Governance Council  
November 3, 2022**

**MINUTES**

Meeting Called to Order at <b>TIME 3:35pm</b>		
No	Item	Discussion/Outcome
1	Land Acknowledgment (Procedural)	
2	Roll Call (Procedural)	<p><b>Council Members:</b>            Administrators: Lisa Cooper Wilkins (Chairperson), Stephanie Chenard            Staff: Michael Snider, Chris Brodie, Karl Gamarra            Faculty: Mitra Sapienza, Maria Del Rosario Villasana, Mary Bravewoman            Students: Heather Brandt, Lydia Jian, Amelia Khong</p> <p>Council Alternates:            Administrators: Lidia Jenkins            Classified Staff: David Delgado, Linda Liu            Faculty: Sheri Miraglia, Katia Fuchs            Students: Angelica Campos, Courtney Wong</p>
3	Approval of Agenda November 3, 2022 (Procedural)	Dr. Wilkins asked for a motion to approve the agenda. Moved by Maria Del Rosario Villasana and seconded by Amelia Khong, All Members said "Aye" Meeting Agenda approved unanimously.
4	Approval of Minutes October 20, 2022 (Procedural)	Dr. Wilkins asked for a motion to approve October 20, 2022 minutes. Mitra Sapienza moved to approve the minutes. Amelia Khong seconded the motion. All Members said "Aye" Meeting minutes approved unanimously.
5	Public Comments on Items not on the Agenda (Procedural)	No public comments.
6	Chancellor's Report	Chancellor, David Martin provided the following update:

		<ul style="list-style-type: none"><li>• Vice Chancellor of Human Resources search committee concluded that the search process could not move forward with any of candidates at this time. They have decided to look at other options after the holidays to figure out bridging the gap.</li><li>• Division State Architect (DSA) has approved the building design plans to move forward with construction in mid-December. Explained a website is being built that would have the logistics of the construction moving forward for spring semester.</li><li>• He highlighted that the District is working on Position Control and revamping the system. He provided an update of the steps that are going to occur to move forward.</li><li>• He highlighted Lactation rooms throughout the District and the facilities that are needed, which would be posted on our website.</li><li>• Thanked PGC Technology Committee for all of their efforts. Explained one of the efforts is the creation of an Ad Hoc committee to identify a list of equipment to refresh technology, which would provide new computer labs moving forward.</li><li>• Student Stipends and funding for their work in governance.</li><li>• Shared his enthusiasm about the Unity event last week from student leaders.</li><li>• Thanked individuals for ISF documents, Board policy, and to move them forward (set of recommendations moving forward)</li></ul> <p>Comments: Michael Snider expressed his concerns about providing menstrual products accessibility in the District. He also stated his concerns about the Vice Chancellor of Human Resources position and the possibility of bringing back a retiree to fill the gap. He concluded that although he is excited about moving forward with the new development, he is concerned about how staff is still in dire need of repairs in what they are currently reside in.</p> <p>Response: Chancellor Martin stated that he would follow up with his concerns about the menstrual products and make sure they are accessible. He also explained that he would follow up with Facilities &amp; Planning and Buildings &amp; Grounds</p>
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7	Awards and Recognition (Information)	<p>Mitra Sapienza – CCSF Critical Pacific Islands and Oceania Studies &amp; VĀSĀ (Oceania) Student Success Program for the 2022 Exemplary Program Award: Walk a Mile in Someone Else’s Shoes: An Ethnic Studies Approach to California Community Colleges Curriculum. The CCSF VĀSĀ (Oceania) Student Success Program consummately demonstrates an acute understanding of the experiences, challenges, and thought processes of students and the promotion of efforts to teach ethnic studies.</p> <p>No public comments.</p>
8	Old Business	
	a) Board Policy 8.01	<p>Chancellor Martin explained the modifications that Board Member, Alan Wong and the Board’s Budget &amp; Audit Committee made to the Board policy 8.01. Highlighted as follows:</p> <ul style="list-style-type: none"> <li>• Schedule – Preliminary Budget no later than May, Tentative Budget no later than June and Final Budget no later than September 15, 2022.</li> <li>• Unrestricted general fund reserves shall be maintained between 5% and 9%. The District is committed to a Multi-year Budget plan meeting the State Chancellor’s office recommendations and Government Finance Officer Association Standard recommendations.</li> </ul>

		<ul style="list-style-type: none"><li>• Provide the Board with an independent analysis on periodical basis on the state of financial affairs at the College.</li><li>• The Board of Trustees shall be provided information by the Chancellor or designee to oversee the budget through regular and frequent Budget Updates at the Board Budget and Audit Committee and the full Board of Trustees meetings. The information may include current Fiscal Year projections, anticipated revenue, usage of one-time funds, and state budget developments.</li><li>• The adopted budget for the following Fiscal Year shall include a Multi-Year Budget Plan for the next three to five Fiscal Years. The Multi-Year Budget Plan will be used to plan for the long-term sustainability of the college, project budget trends, revenue needs, and budget shortfalls.</li><li>• Whenever it is anticipated or believed that the ending reserves for the Fiscal Year will be less than what the budget began with or a deficit is developing, the Board of Trustees must approve the redeployment of reserves or deficit by a two-thirds vote.</li><li>• The Board shall be presented annually with a balanced budget that reflects expectations of current year financial projections and any projected surpluses or deficits shall be reported to the Board in the subsequent month.</li><li>• The Board shall receive independent analysis on a periodical basis on the state of the financial affairs at the College.</li></ul> <p>Comments:</p> <p>Stephanie Chenard expressed her appreciation that the modifications specify a timeline and asked if the District were to go over budget, when the Board of Trustee’s does would need to vote.</p> <p>Response: Chancellor Martin explained it is an ongoing discussion and at any point in the fiscal year if we need to use reserves in order to bridge a deficit. He continued to explain to have flexibility to have ongoing budget discussions and at the end of the year, if there were less money than what is started in this policy it would require an item brought forth to the Board for two-thirds vote.</p>
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	b) IEPI	<p>Dr. Wilkins highlighted the Partnership Resources Team by reviewing the Summary of the Initial Visit (SIV) document the team prepared. She shared details about the upcoming visit on Monday, November 14th and shared an outline of the individual sessions that will be held that day.</p> <p>Comments:</p> <p>Mitra Sapienza expressed that there were concerns to be honest with supervisors in the room. They wanted to engage but had concerns of sharing.</p> <p>Response: Dr. Wilkins will follow up to see if there is another way to allow dialogue or sharing information with the team.</p> <p>No public comments.</p>
9	New Business	
	a) PGC and Standing Committee Training	<ul style="list-style-type: none"> <li>• Kristin Charles provided an overview of the results of Accomplishments and Evaluation participation. She highlighted areas to consider for training and possibility of a transition to Board Docs for all committees. She reviewed the top 3 priorities for training and associated discussions for PGC members and Alternates in Fall 2022 as follows: 1) Processes for making recommendations 2) Roles, Responsibilities and processes handbook (RRP), 3) Relationship between the council and its committees. She also explained AP 2.07 to PGC and reviewed what was written back in 2016 to see if any updates may need to occur moving forward.</li> </ul>

		<p>Comments:</p> <p>Karl Gamarra suggested for further training and modifications to processes moving forward would be as follows: Training video and a better voting method and process.</p> <p>Mitra Sapienza also suggested community standards in addition to the training.</p> <p>David Delgado suggested a having a uniform voting method throughout the committees.</p> <p>No public comments.</p>
10	Standing Committee Reports	
	<ul style="list-style-type: none"> <li>• Accreditation Steering Committee</li> </ul>	<p>Kristin provided an update on the Accreditation steering committee. She shared further modifications that were made to ISER post PGC recommendations that was worked through with Academic Senate. She provided further changes as follows:</p> <ul style="list-style-type: none"> <li>• Global changes include expanding references to equity as “diversity, equity, inclusion, belonging, and anti-racism” and adding more references to “diversity, equity, inclusion, belonging, and anti-racism” throughout</li> <li>• Semi-global changes include adding a brief description of outcomes and timelines to improvement plans (for those Standards that have them)</li> <li>• IIIA5 (Human Resources) - Added sentence to paragraph about evaluations during COVID: “Administrators conducted a self-evaluation and shared those with their supervisors only.”</li> <li>• IIIA12 (Human Resources) - Acknowledged the role of the Office of Student Equity in PD</li> <li>• IIIB1 (Physical Resources) - Modified language to clarify transition from SchoolDude to ONUMA</li> </ul>

		<ul style="list-style-type: none"> <li>• IIIB2 (Physical Resources) - Added language about guidance for program review facilities requests</li> <li>• IIIB (Physical Resources) Improvement Plans - Clarified what was meant regarding consolidating class scheduling to help ensure maintenance coverage balanced with scheduling classes in the right space for the right purposes, etc.</li> <li>• IIID (Financial Resources) - Changed improvement plan to focus more on providing more meaningful opportunities for input into budget development and edited narrative accordingly and removed prior recommendation re. Other Post-Retirement Benefits (OPEB) given that we have addressed those concerns</li> <li>• IVC (Governing Board) - Removed improvement plan re. Expanding Conflict of Interest BP</li> </ul>
	Facilities Committee	<p>Alberto Vasquez provided an update upon facilities as follows:</p> <ul style="list-style-type: none"> <li>• Update on Demo on Conlan Hall and updating the website for information for students and staff to show access and routes once construction start.</li> <li>• Update on Diego Rivera Theatre.</li> <li>• Board of Trustee Facilities update regarding selection process for construction.</li> <li>• Update on centers and HVAC systems to figure out a solution for warmer buildings.</li> </ul>
11	Future Agenda Item	<ul style="list-style-type: none"> <li>• Lactation Room Update</li> <li>• Health and Safety Committee COVID related recommendations.</li> </ul>
12	Adjournment	<p>Karl Gamarra moved to adjourn the meeting. Maria Del Rosario seconded the motion. All Members said “Aye” Meeting approved unanimously, meeting adjourned. <b>TIME 5:03pm</b></p>