



**Participatory Governance Council
May 4, 2023**

MINUTES

Meeting Called to Order at 3:34 PM		
No	Item	Discussion/Outcome
1	Land Acknowledgment (Procedural)	Read by J Carlin
2	Roll Call (Procedural)	<p>Council Members present: Students: Heather Brandt Administrators: Lisa Cooper Wilkins (Chairperson), Stephanie Chenard, John Al-Amin, J. Dawgert-Carlin Staff: Maria Salazar-Colon, Michael Snider, Chris Brodie, Linda Liu Faculty: Mitra Sapienza, Elizabeth Smith, Katia Fuchs</p> <p>Council Alternates present: Students: Courtney Wong Administrator: Lidia Jenkins Classified Staff: David Delgado Faculty: Sheri Miraglia, Alan D’Souza, Joe Reyes</p>
3	Approval of Agenda May 4, 2023 (Procedural)	<p>Motion to adopt the agenda as presented. Moved by John Al-Amin, seconded by Alan D’Souza. 13 votes to approve, 0 abstention. Motion passed.</p> <p>No public comments</p>
4	Approval of Minutes April 20, 2023 (Procedural)	<p>Motion to approve the minutes as presented. Moved by John Al-Amin, seconded by Mitra Sapienza. 13 votes to approve, 0 abstention. Motion passed.</p> <p>No public comments</p>
5	Public Comments on Items not on the Agenda (Procedural)	<p>Heather Brandt made a public comment requesting a copy of the Budget Committee video. She stated that there was a talk at the Board meeting that the video would be available on the website, and she wasn’t able to find it.</p>

		<p>Maria Salazar-Colon asked if the Item# 8A was for all PGC committee meetings.</p> <p>Lisa Cooper Wilkins replied that it was for PGC at this time.</p> <p>Maria Salazar-Colon stated that there is a need to discuss how the other committee meetings are run. Everyone needs to follow a uniform way and there need to be some kind of discussion. Maria Salazar-Colon also expressed concerns about a classified member being disrespected at a subcommittee meeting.</p> <p>Heather Brandt clarified that she was denied access to the meeting recording because she still does not have access even though she requested it. That is what being denied means.</p> <p>Maria Salazar-Colon expressed her concern about the Budget Committee and added that classified will be taken from the committee if this continues.</p> <p>No public comments</p>
6	Chancellor's Report	<p>Chancellor David Martin</p> <ul style="list-style-type: none"> • Mission Campus: SFUSD has reached out to CCSF, interested in using a building at the center (Bartlett building) floors 2-4 for about 3 years. That is the request. Alberto Vasquez is going to engage our college wide facilities committee to get feedback and input. Have more specifics to what the need is. A lot of items to work through. Will get initial feedback from college and communicate that back to SFUSD. Conversation is still very early. For grades 3-8. • Evans Campus: Office of Academic Affairs has reached out to our department chairs to see if anybody is interested in offering courses at our Evan Campus. CTE courses are there right now. Will work with department chairs and deans and faculty in gauging the levels of interest for the Fall semester and beyond to offer classes at that

		<p>campus. Possibilities to put Gen-Ed classes out there. More information to come.</p> <ul style="list-style-type: none">• Heating Projects: Major projects are underway. In the waiting stage for parts to be delivered to SF. Scheduling the boiler works. Work is on time to be started and completed during summertime. Continuing to work on underground steam pipes. Will continue to update the college. Will most likely take place over summertime as well.• WIFI: AVC Rayz is here to give a presentation. Technology Committee will be revisiting the conversation about the new WIFI system - single WIFI college wide. Will revisit and discuss that.• Position Control: Reaching out in respects to position control, still working to clean it up. It is the budgeting tool we use for our salaries and benefits. It charges and identifies where Employees get paid from. Employees are charged all over our ledgers. Working through those charges and budgets for next year. Making sure employees are coded to the right FOAPALS, so it is more accurate. Ongoing project and will continue through summer.• Commencement Speaker: Jenny Ming, fireside chat participants here last year. Founder of Old Navy clothing company. SJSU graduate, can tell us about her background and the importance of the connections that she's made. Very prominent in the fashion industry.• Printing Solutions: Implementing virtual WIFI access printing solution, so students can log in through their laptop to identify a printer near them and send materials to that printer. Really neat new tool over the next several years. Can do it through the WIFI. Will go live over the summer. <p>Maria Salazar-Colon expressed concerns about the antagonizing behavior going on in the chat by John Al-Amin. Maria Salazar-Colon asked all classified – members and alternates to leave the meeting immediately. She added that she was not putting up with this behavior.</p>
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		<p>Classified PGC members and alternates left the meeting at 3:58 PM.</p> <p>Heather Brandt added that the public cannot see what is being said in the chat. What is said in the chat needs to be said to the public too. This is an uncomfortable situation.</p> <p>Elizabeth Smith agreed that if a request is made and if it not answered in a timely manner that is equal to being denied.</p> <p>Elizabeth Smith asked a question regarding the Chancellor’s report. She wanted to know about the regulation of heat in Cloud Hall. “It is a sauna in several of the rooms. Not a conducive learning environment.”</p> <p>Chancellor Martin stated that he didn’t have the answer at that moment but could find that out and send an email. He wasn’t sure if was due to a malfunction of the equipment. Will do my due diligence.</p> <p>Alan D’Souza asked about the Evans campus – renovation of that campus, the big tents and the sprung structures holding the AMT materials, as far as bringing more programs in, how does that meet the needs of the current programs? Could you speak to the AMT program and the future of it?</p> <p>Chancellor Martin: That is an important question and will become more important as we move forward in the future. Prop A bond funds to renovate the remaining Evans center. Not adding new buildings, going into existing walls and putting in more pipes etc. building up the infrastructure. Whatever the programmatic needs may be, needs to be part of the renovation plans now. Would say that as we revisit the renovations projects, having the conversation through the lens that there may be more programs in the future is very important to hook on to the current discussions. Facilities will take it up here in the fall. Right now, in looking at timelines for our Prop A bonds, currently Tier 1 is working on the Steam Buildings, Student Success, Performing Arts, Tier 2 is</p>
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		<p>Cloud and Science, Tier 3 is Evans. As it stands today, it is planned to be 5-10 years down the line. Potentially need to move timeline up a tier if we are planning to bring new programs out there.</p> <p>AMT program has been suspended. Committed to bringing that program back. Our dean has been in communication with members of SF airport to go back to that location. Conversations are still in the beginning stages. Want to explore that option if it is viable. Opportunity to put it back in the Evans center where the equipment is being held right now. We should explore over the summertime.</p> <p>Alan D'Souza mentioned that libraries took away some of the printers, are there plans for printers to be put back in place to enact that WIFI printing when it is active?</p> <p>Chancellor Martin replied that technology refresh is planned over the summer, purchasing new and more printers to be put around the campus.</p> <p>Alan D'Souza expressed that as a Chancellor, he would like to see Chancellor Martin address what just happened today prior to this as it is pervasive in other spaces too.</p> <p>No public comments</p>
7	Awards and Recognition (Information)	<p>Heather Brandt acknowledged Michael Snider's work. She added that she ran into a student that told her how much the services and support through student health centers helped them, was able to get on the appropriate medication to preserve their vision when they were about to lose their vision.</p> <p>Alan D'Souza acknowledged Mitra Sapienza and her work that she will be doing on the state level, representing CCSF there.</p> <p>Sheri Miraglia echoed the same thing about Mitra Sapienza.</p> <p>Chancellor Martin recognized Avery Nelson and Luis Maya in the Technology Committee for answering the</p>

		<p>emails and added that they are very on top of it and knowledgeable.</p> <p>Lisa Cooper Wilkins acknowledged Guillermo Villanueva for the leadership award. Financial Aid and special programs team, hosting an event called Cashella. These events are really key and helpful for students.</p> <p>J. Carlin recognized Dr. Ardel Thomas, Chair of LGBT Studies. A new book coming out. Going on sabbatical for a year. Doing incredible work.</p> <p>Also wanted to shoutout James Tracy, Chair of Labor and Community Studies, and Dorian Brown, Chair of African American Studies who worked tirelessly to put on an event with Alicia Garza. Will post a recording on the school's website.</p> <p>No public comments</p>
8	Old Business	
	<p>a. Discussion of Meeting Protocols and Procedures/Meeting Modality (Discussion/Possible Action)</p> <ul style="list-style-type: none"> • Community Standards/Agreement • Planning Session (Date: TBD) • BoardDocs Training Update • May Meetings 	<p>Lisa Cooper Wilkins reminded that in our last meeting we decided we would start with our agenda group to discuss community standards and guidelines. Email went out to the council asking if anyone else was interested in joining the group. Will be meeting next week to schedule a series of planning sessions to work on those standards.</p> <p>Lisa Cooper Wilkins added that the team is exploring how we can provide BoardDocs training prior to the start of the Fall semester. Training may be available virtually. Will be getting this information out shortly. Opportunity to be extended to other committees after. Earlier in the year we reviewed the PGC calendar. Wanted to check in about the last scheduled meeting on May 18th. We had agreed to not have meetings during finals week. We have one scheduled this semester, so wanted to check in with council about that.</p>

		<p>No one had any comments so we will proceed with having the last meeting.</p> <p>No public comments</p>
	<p>b. Communication Workgroup (Update)</p>	<p>Lisa Cooper Wilkins stated that there was a last-minute schedule change for communications workshop meeting. Prevented a full meeting at the workgroup. The update is similar to the last.</p> <p>There is a need to developed a Microsoft Teams environment where we are starting to compile documents. Cynthia Dewar is a member as well, may be able to assist with updates.</p> <p>Lisa Cooper Wilkins added that we are in the process of gathering documentation about all various communications platforms, looking across the calendar year at the types of messages that go out. What is the appropriate platform and if they are being underutilized. Hope to bring it back in the new semester with some new guidelines for communications.</p> <p>No public comments</p>
	<p>c. IEPI PRT Updates</p>	<p>Lisa Cooper Wilkins provided updates that CCSF is planning for our 3rd visit from IEPI. Been awarded the IEPI grant to address the three areas of focus, plans are underway, typically visit happens in Spring semester, but because our first two visits were so much later, 3rd visit will not happen until Fall – November 6th. Meanwhile, work has begun on the various projects and initiatives that were identified in our menu of options. Developed an IEPI effectiveness and innovation plan. Upcoming – enrollment management academy, as that was one of the focuses. Early in the Fall will have a draft agenda of what that day will look like. College members are welcome to attend as well.</p> <p>Lisa Cooper Wilkins</p>

	<p>d. BPs Review Chapter 1 (Second Read) Action Item</p>	<p>Chancellor David Martin</p> <p>Coming back for a second read, a list of Chapter 1 board policies that are up for revision. Working through our Comprehension Accreditation visit. Still have some work to do with BPs that have not been reviewed or updated for quite some time, so will continue to work on these. If council approves it will go to Student Success and Policy Board Committee before being forwarded to the full board.</p> <p>Looking at updating Ed Code citations and Title 5 Citations, to make sure we have the appropriate literature cited.</p> <p>Other than that, it is just a routine review with getting back on track with regular review cycle. Asking council to recommend approval so we can forward it to Student Success and Policy Committee.</p> <p>Motion to approve and move the BPs forward. Moved by Mitra Sapienza, seconded by J. Carlin. While there was a quorum of council members, it should be noted that there were no classified representatives present. 9 votes in the affirmative, 0 opposed. The motion passed.</p> <p>No public comments</p>
	<p>e. Board Policy and Administrative Procedures AP/BP 1.15 (Second Read) Action Item</p>	<p>Kristin Charles</p> <p>This is also a second read. Academic Senate endorsed both on 4/26, Associated Students endorsed on 4/28. Also met with the Classified Senate and incorporated their changes. Also distributed through the Administrators Association.</p> <p>There have not been any changes since we last viewed the documents.</p> <p>Motion to approve and move the AP and BP forward. Moved by Mitra Sapienza, seconded by Stephanie Chenard. While there was a quorum of council members, it should be noted that there were no classified</p>

		representatives present. 9 votes in the affirmative, 0 opposed. The motion passed.
	f. Communicable Disease AP 2.23 (Second Read) Action Item	<p>David Martin/ Mario Vasquez</p> <p>Mario Vasquez mentioned that the committee did not receive any feedback since two weeks ago.</p> <p>Alan D’Souza wanted to make sure that Student Health Center members’ concerns were incorporated into this.</p> <p>Mario Vasquez reassured that their inputs were incorporated. He listed members in Health and Safety Committee who are also in PGC that contributed to this.</p> <p>Motion to approve and move the AP forward. Moved by Courtney Wong, seconded by Stephanie Chenard. While there was a quorum of council members, it should be noted that there were no classified representatives present. 9 votes in the affirmative, 0 opposed. The motion passed.</p>
	g. AP/BP 6.16 Articulation AP/BP 6.34 Philosophy and Criteria for Degrees and General Education (Second Read) Action Item	<p>Tom Boegel</p> <p>This is a second read. Both of these were endorsed by the Academic Senate last Fall and recently endorsed by the Associated Students.</p> <p>Motion to approve and move the AP and BP forward. Moved by Mitra Sapienza, seconded by Courtney Wong.</p> <p>While there was a quorum of council members, it should be noted that there were no classified representatives present. 9 votes in the affirmative, 0 opposed. The motion passed.</p> <p>No public comments</p>
9	New Business	

	<p>a. BP 1.05 Student Trustee (First Read) Possible Action Item</p>	<p>Chancellor David Martin</p> <p>BP related to our Student Trustees. Updating BP to allow the students to engage in closed session conversations. This policy review is a bit different because it is not going on a periodic update. It was initiated by our governing Board of Trustees. Will work with them on the language and close the loop with the council. Will update language to let the students engage in closed sessions, except labor negotiations and personal matters. Just wanted to introduce the idea. Will be worked on with our Trustees.</p> <p>Mitra Sapienza expressed excitement and asked if there are other updates that are considering what student leaders can expect as far as pay goes?</p> <p>Chancellor David Martin replied that there are conversations regarding compensation as well as there was a resolution passed by the California Student Senate to update policies to help noncredit students engage in student government. Looking at language we can put into the policies. Trustees are working on a couple items. There may be more components intertwined.</p> <p>No public comments</p>
	<p>b. Guided Pathways Work Plan LINK Feedback form</p>	<p>Cherisa Yarkin</p> <p>This Guided Pathway (GP) Presentation is already shared with the Associated Students, Classified Students, and Academic Senate.</p> <p>State request to the colleges this year is to update GP work plan and solicit input from colleges as we go about this. Connected to prior participatory planning and implementation/progress reporting conversations. Integration with other state programs and initiatives.</p> <p>For CCSF: Our Education Master Plan (EMP) drives all planning efforts at the college. The GP work plan will help CCSF carry out our EMP plan.</p>

		<p>Plans related to collaborative work: Student Equity Plan 2022-2025, RiSE work as reflected on the Scale of Adoption Assessment 2022, Quality Focus Essay Planning 2022, other work in the integration section. Went over pillars and success factors. Looking to strengthen a sense of belonging for students and employees.</p> <p>No public comments</p>
10	Standing Committee Reports	
	a. Accreditation Committee	<p>Kristin Charles</p> <ul style="list-style-type: none"> Objectives 1 & 2: Achieved these objectives this year - ensure we have broad participation in respects to developing the institutional self-evaluation report, and we submitted that. Objective 3: Now in the process of responding to the core inquiries from the peer review team - identifying areas where the team would like to learn more, where they need some further information or clarifications. That will be the topic of the focused site visit that is still scheduled for October 2nd through 4th. Will include an open forum and an exit report. There will be a number of interviews that will take place that day. Will be able to provide more clarification to the team. We are Holding a special in person Accreditation Steering Committee meeting on July 11th from 3-5pm. Can access the core inquiries on our Accreditation's website. Objective 4: Submitted our annual fiscal reports on April 14th, once it is certified, then it will be posted online. Objective 5: Respond to requests related to enhanced monitoring. <p>No public comments</p>

	<p>b. Facilities Committee</p>	<p>Alberto Vasquez</p> <ul style="list-style-type: none"> • Had a standing Facilities meeting on April 24. May 15 is the next subcommittee meeting. • Status of our ongoing construction projects. Working with department, getting closer to realization that we are relocating the departments. Doing furniture installation right now. In the next couple weeks, will do a complete move for the staff. • Meeting with Diego Rivera architect regarding materials that will be in and out of the building. There was a site walk at the old Diego Rivera theater to see the potential of bringing it back to the old place or finding a location closer to the new building. • 1800 Oakdale, vacating the premise, be out of there soon and transition some of those courses to the Evans Center. • 5-year capital plan, need to submit to the state. Would have had it as a board item this week but having trouble logging in and working with IT for the fusion report, not able to get access to it. We will want to have that document ready to share at the next meeting. • Transit resolution that first came up at one of the board subcommittee meetings, got some feedback from Facilities Committees members. Discussed soccer field concerns and how we are going to continue to monitor and remove trees. Had to take one large tree down near the bungalows behind the library. Still identifying trees. • SFUSD and Mission Campus: Will be following up with the Dean there to know what is going on at that campus. <p>No public comments</p>
	<p>c. Technology Committee</p>	<p>Ellen Rayz/ Cynthia Dewar/ Cherisa Yarkin</p> <ul style="list-style-type: none"> • Technology Acquisitions Process Update: been working on formalizing the way technology

gets acquired at the college. Want to have something transparent to make sure we understand the processes. Went over a flowchart to think about the process about how technology is acquired. Want to get this process more formalized and transparent.

Cybersecurity Initiatives Updates:

- Banner and Oracle Cloud Infrastructure: went over how often patching occurs, when browsers and systems are upgraded, when certificates are updated, when they do backups, implementing multi-factor authentication (DUO).
- Network and Telecommunications: went over various assessments that occurred, and plans that they have implemented to protect networks.
- Systems and Data Center: Implementing multi-factor authentication, doing vulnerability scans, and working on security patches.
- User Devices and Accounts: Deployed malware detection, anti-virus protection services, multi-factor authentication training, and various other security measures.
- OLET Canvas and Security: RAM ID Portal requires two-factor authentication, Canvas security program built on various security frameworks, open security model, and included Canvas security audit report.

Ellen Rayz clarified the security features behind the new WIFI system.

Questions:

Alan D'Souza asked if there were any concerns regarding the balance and review around security and expediency of the new WIFI system?

Ellen Rayz clarified the security measures of the WIFI, such as VPN, encryption, and multi-factor authentication. She emphasized that it is not trading security for convenience. Although the convenience is

		<p>much better for the students.</p> <p>Public Wifi Article Report Fraud</p> <p>No public comments</p>
11	Future Agenda Items	<p>Lisa Cooper Wilkins reminded everyone that you can submit future agenda items through email and the website.</p> <p>Heather Brandt emphasized needing to agendaize what happened earlier in the meeting and wishes to apologize for any discomfort she may have caused in this meeting today.</p> <p>Mitra Sapienza wanted to second the sentiments expressed by Heather Brandt. Emphasized that it is good for PGC to address conflict, and that we should have a conversation about how to handle conflicts. Wanted to express that Heather Brandt should not have to apologize for her request of increasing accessibility to materials. Mitra Sapienza shared: Nonviolent Communication information.</p> <p>Stephanie Chenard agreed and mentioned good trainings that are available about conflict resolution.</p> <p>J. Carlin mentioned the training about non-violent communication and asked to agendaize this item.</p> <p>No public comments</p>
12	Adjournment	<p>Motioned to adjourn the meeting. Moved by Mitra Sapienza, seconded by Stephanie Chenard.</p> <p>Meeting adjourned at 5:33 PM</p>