



**Participatory Governance Council  
May 18, 2023**

**MINUTES**

Meeting Called to Order at 3:34 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: Heather Brandt, Amelia Khong, Chineseaman Lai, Angelica Campos            Administrators: Lisa Cooper Wilkins (Chairperson), Stephanie Chenard, John Al-Amin, J. Dawgert-Carlin            Staff: Maria Salazar-Colon, Michael Snider, Chris Brodie            Faculty: Mary Bravewoman, Elizabeth Smith</p> <p><b>Council Alternates present:</b>            Students: Courtney Wong            Faculty: Sheri Miraglia</p>
3	Approval of Agenda May 18, 2023 (Procedural)	<p>Lisa Cooper Wilkins recommended a change to allow the standing committees to give their reports first, after the Chancellor reports, due to conflict with the board meeting.</p> <p>Motioned to adopt the agenda with the change. Moved by Michael Snider. Seconded by Chris Brodie. 10 votes to approve, 2 abstentions. Motion passed.</p>
4	Approval of Minutes <a href="#">May 4, 2023</a> (Procedural)	<p>Heather Brandt pointed out a correction that needs to be made - J. Carlin’s pronoun is incorrect.</p> <p>Michael Snider expressed a concern about why the chat was not posted in the minutes and wanted to understand the reasoning of why it cannot be shared.</p> <p>Heather Brandt agreed and suggested it would be good to post the chat for transparency.</p>

		Motioned to approve the minutes as presented. Moved by Amelia Khong. Seconded by Chris Brodie. 11 votes to approve, 2 abstentions. 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>• Soccer Field: Due for a turf replacement for the field, going on for over 13 years. Have started conversation with our neighbors Lick Wilmerding, who also uses our field. Have started a conversation about a cost sharing concept to see how we can partner with this.</li> <li>• Supplemental Allocation for Program Review: This year we are looking at how we can improve the process for next year. The current budget allocated about 750,000 funding for program review request that we prioritize through a defined process. Looking at how we can replicate that and improve that for next year is work that is ongoing.</li> <li>• Conlan Hall Updates: In the process of vacating Conlan Hall. We are weeks away of starting to move everyone out after Commencement. Payroll in Cloud Hall is packing to move out after next week. Chancellor's office will go to 3<sup>rd</sup> floor of Rosenberg for the summer, while Cloud Hall 3<sup>rd</sup> floor gets put together for the long-term placement of the office. When we get back for the Fall semester, there will be construction fences around Conlan hall. First step is coming throughout the building to take down the lights. Cannot demolish the lights in the building. That will start over the summer. It will render the Catwalk walkway that goes above Ocean Ave unusable. We will no longer be able to use that walkway. It will be blocked</li> </ul>

		<p>off for construction safety. Working with the city of SF right now for proper signage.</p> <ul style="list-style-type: none"><li>• Performing Arts and Education Sector: Excited to have some major milestones completed over the summertime. We are in the final stages of design that will be submitted to the Board of Trustees for approval before submitting to DSA. Architects have been putting the design into the format they need to be in. We are almost there. We will be able to officially submit the plan to the California DSA soon. Need to ask governing board to approve the construction contract with the primary contractor in charge of delivering the project. Several million-dollar construction contract to identify and select the company that is responsible for building the Performing Arts and Education Sector.</li><li>• Two Administrative Positions: AVC Finance for the CFO position and Senior Director of Administrative Services. That second position will play a role in employee contract tracing. Will have more info in the future.</li><li>• One final position: Senior Director of Budget Services, were not able to get the timelines to make a recommendation this afternoon. The position is critical over the summer as we build the final budget.</li><li>• Recommendations: BPs and Communicable Disease Policy, officially accept all the recommendations made by the council last meeting and will forward it over to the Board.</li></ul> <p>Questions: Michael Snider thanked the Chancellor for the update to the soccer field, and asked if Lick Wilmerding contributing money can be something made on a regular basis for repairs and other things that come up.</p> <p>Chancellor Martin replied that is a part of the conversation with the current contract that goes through 2042, to potentially set funds aside to have when fields need to be replaced.</p>
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		<p>Michael expressed concern about the walkway and brought up concerns about the amphitheater being maintained.</p> <p>Chancellor Martin replied that he will bring more information later on about ensuring alternative routes people may use. Good conversation for Facilities Committee.</p> <p>Public Comments: Colin Hall asked if there is any progress on our Director of Marketing.</p> <p>Chancellor Martin replied that they did close the applicant pool, HR currently looking at the pool. They have started the process of developing the paper screen document and hoping to have someone on board by the Fall semester.</p> <p>No public comments</p>
7	Awards and Recognition (Information)	<p>Heather Brandt thanked Courtney Wong for her participation as an alternate. Heather said she always made sure to show up even if she did not have a vote. She congratulated Courtney for transferring to UC Berkeley. Heather also thanked Aurel Draï from the Completion Center for his support and being receptive to input. He helped her get a certificate she was eligible for.</p> <p>Lisa Cooper Wilkins congratulated some of the class of 2023 members in the council, including Heather Brandt.</p> <p>No public comments</p>
8	Old Business	
	<p>a. Discussion of Meeting Protocols and Procedures/Meeting Modality (Discussion/Possible Action) • Community Standards/Agreements</p>	<p>Discussion of Meeting Protocols and Procedures/Meeting Modality:</p> <p>Lisa Cooper Wilkins reminded that there the team has been discussing meeting protocol procedures and modalities. Already voted as a council for developing community standards. Agreed that PGC agenda group would be the foundation of that work, but open for</p>

	<ul style="list-style-type: none"> <li>• Planning Session (Date: TBD)</li> <li>• Communication Training</li> <li>• PGC Committees Co-chairs • BoardDocs Training Update</li> </ul>	<p>others to join. An email has already gone out once. Still need to identify some planning time. This work would happen over the summer, so we can come back in the fall with it.</p> <p>Communication Training</p> <p>Lisa Cooper Wilkins provided an update that there have been some conversations via email about communications training. Non-violent communication was the recommendation from J. Carlin.</p> <p>J. Carlin commented that PGC should be a role model in communicating despite conflict. They emphasized that we should work on how we are going to frame the way we communicate and mentioned that a year and a half ago, we came up with digital resources, one of those training was an hour-long training in non-violent communication. They said they would like to see the PGC institutionalize that we are all going to watch this one-hour training.</p> <p>Stephanie Chenard reiterated what J. Carlin said, that PGC should model this for all the PGC subcommittees. Stephanie Chenard emphasized that we need to start modeling what we want for our whole community.</p> <p>Elizabeth Smith gave support to this idea and doing this in person. She proposed to do this at least once every year. She pointed out that conflict can occur when someone feels like they are not being heard.</p> <p>Heather Brandt agreed with Elizabeth Smith.</p> <p>PGC Committees Co-chairs</p> <p>Lisa Cooper Wilkins reminded that there was an idea that came up was having co-chairs for PGC committees. Having someone who can serve as a proxy that can support the continuation of the work of the committee, is something that has come up.</p>
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		<p>Heather Brandt commented that she thinks this is very important for PGC so that it doesn't prevent the work.</p> <p>Michael Snider and Stephanie Chenard voiced agreement with Heather Brandt.</p> <p>J. Carlin emphasized that the co-chair would be more informed and up to date with the role, and that it would be great to be institutionalized.</p> <p>Lisa Cooper Wilkins explained that there were also conversations about presentations about policies and procedures that impact our governance structure. This conversation is an important one to think about how we move forward into the next academic year.</p> <p>BoardDocs Training:</p> <p>Lisa Cooper Wilkins stated that it would be more a demonstration and a reminder of how to access BoardDocs as a council member. If we need to schedule a one session overview demonstration that is recorded and made accessible on PGC website, we will do that. Working with BoardDocs to have a resource that walks us through how to access it and use it.</p> <p>No public comments</p>
	<p>b. Communication Workgroup (Update)</p>	<p>Lisa Cooper Wilkins stated that another reminder would be sent out to be certain if there is anyone still interested in serving.</p> <p>Conversation still at a similar place. Made a commitment to go to our various groups to ask about the communication platforms available and in use. How we can provide access to some of those and guidelines on how to use it. Better considerations of which tools are used to communicate certain types of messages. Also want to make the college community as a whole, aware of what messages are going out. Still in the data collection phase.</p> <p>No public comments</p>
	<p>BP 1.05 Student Trustee (Second Read) Action Item</p>	<p>David Martin/Kristin Charles</p>

		<p>Second Read. Came up during the April Board meeting. Want to allow the trustees to attend closed session meetings with the exception of personnel and bargaining matters.</p> <p>Michael Snider agreed and mentioned the issue about the voting having to happen in the first board meeting, which is when they decide. Michael commented that he thinks it should not be at the first board meeting, and that it should be whenever they want to bring it up.</p> <p>Heather Brandt expressed concern and that it could be problematic. She asked if we are affording people certain rights whether we like the person in the position or not?</p> <p>Kristin Charles went over the language again.</p> <p>J. Carlin agreed with what was said and expressed concern over the way that it reads right now, as there is room for implicit bias. They said this needs to be much clearer in the language.</p> <p>Motioned to move it forward to the Chancellor with the recommended changes. Moved by Michael Snider. Seconded by Elizabeth Smith. 8 votes to approve, 0 abstention. Motion passed.</p>
9	New Business	
	<p>a. Update to AP 5.16 in Areas of Academic Dishonesty Violation (First Read) Possible Action Item</p>	<p>Sheri Miraglia</p> <p>Mentioned that there is a minor change, updating Academic Dishonesty Policy. The original policy refers to cheating and plagiarism. Want to add using AI tools as what can be considered academic dishonesty. We want to write it vague, so instructors can either use it or prohibit it based on their class.</p> <p>Going to go to the Executive Council for first read next Wednesday. There is some urgency because we would like to have this procedure in place by the Fall semester.</p> <p>Heather Brandt expressed a concern about the turnover of the Executive Student Council after this semester.</p>

		<p>Second read will be the first time a new council is seeing it. She pointed out that the change of pronouns use in the new version as opposed to the old version.</p> <p>Chris Brodie expressed support of this and questioned if there is a tool or mechanism to review work that is generated by AI.</p> <p>Sheri Miraglia replied that Canvas has a tool, Turnitin. ChatGPT has ZeroGPT. There are tools, but the tools are not super accurate.</p> <p>Elizabeth Smith emphasized the profound impact it is having in the English department right now. She pointed out that it is the same as paying someone to write a paper for you. This is a big deal, and it is harming students.</p> <p>Michael Snider expressed his support and emphasized that it is important that we have it on Fall syllabi.</p> <p>Heather Brandt commented that she believes this is important to students and she agrees but will need to abstain to uphold process.</p> <p>J. Carlin agreed with Sheri Miraglia, that AI has changed the landscape of teaching and learning.</p> <p>Lisa Cooper Wilkins pointed out that we lost a council member and lost a quorum. The Council tried to get someone to join. A quorum was re-established.</p> <p>Motioned to fast-track AP as a recommendation to forward to the board. Moved by Michael Snider. Seconded by J. Carlin.</p> <p>Maria Salazar-Colon asked for clarification on what is being voted on. It was re-explained.</p> <p>Angelica Campos expressed concerns about the process and asked if it has it gone to the constituency groups. Sheri Miraglia re-emphasized the urgency and clarified that it is going to Students this week, Academic Senate next Wednesday, and has gone through discussions from chairs.</p>
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10	Standing Committee Reports	
	<ul style="list-style-type: none"> <li>Budget Committee</li> </ul>	<p>Chancellor David Martin</p> <p>Reviewed a draft iteration of the 5-year financial plan. Talked about creating a framework to make budget decisions moving forward. Whether to shift funds to the instructional schedule, how to build budgets for future total cost of ownership needs, and how we can work together to develop and integrate the instructional schedule into the budget development process. How do we shift and when do we shift instructional FTES to different departments.</p> <p>Budget committee did agree to meet in June. Would like the opportunity to discuss it before the board reviews or approves it before July 1<sup>st</sup>. The budget committee will be meeting again to review the tentative budget on Tuesday, June 13<sup>th</sup>.</p> <p>Heather Brandt expressed concern about student representation on the budget committee because some students are leaving CCSF. Heather asked if they are still able to participate.</p>

		<p>Chancellor Martin assured that they are more than welcome to participate in the summertime.</p> <p>No public comments</p>
	<ul style="list-style-type: none"> <li>• Enrollment Management</li> </ul>	<p>Geisce Ly</p> <p>2022-2023 Enrollment Management Committee (EMC) Objectives</p> <ul style="list-style-type: none"> <li>- Prioritize closing the opportunity gaps for Black or African American students and for other disproportionately impacted populations using the college Student Equity Plan</li> <li>- Recommend actions to align course and program offerings with student needs.</li> <li>- Recommend actions on all aspects of college functions that affect enrollment and growth.</li> </ul> <p>Went over EMC Goals, EMC members that have been contributing, and topics being worked on and discussed. Also discussed enrollment growth 2023 ideas, current statuses, timeline, and resources. Work is ongoing, planning to have more conversations in the Fall.</p> <p>4-day enrollment management academy at UCSD in the summer. Will be doing some work in the summer with the Academy and bring it back to the EMC. 8 individuals will be going.</p> <p>Questions: Elizabeth Smith asked about the heat map and if the heat survey could be elaborated on.</p> <p>Geisce Ly described the heat map as when most bodies are on campus, times of the week where most students are on campus. It is about exploring what are the times the students are not on campus, offering classes at different times so students are not competing for classes or other offerings. The heat map looks at how we can offer classes in a way so that students can maximize time on campus, so they do not need to drive back and forth and do not have to wait hours for the next class.</p>

		<p>J. Carlin added on that the heat map is also when classes are being offered not just when students are here. A bunch of classes are often offered at a specific time. The GEs are all happening at the same time, so students cannot take more than one class at a specific time. They emphasized that we need to spread that out.</p> <p>Heather Brandt expressed concern over stuff being put in the chat that is not accessible to the public. She asked if we can we make this accessible to everyone. Maybe the solution for today is just reading aloud what was said.</p> <p>Lisa Cooper Wilkins read out the chat: Library and Food services are closed Friday afternoons as well.</p> <p>Geisce Ly replied that this summer is the first cohort, hoping to have a 2<sup>nd</sup> cohort, etc. and involve more people and participation in the future.</p> <p>Heather Brandt encouraged students in the space to join this very important space. She commented that she will not be able to next year, so this space is very important.</p> <p>No public comments</p>
	<ul style="list-style-type: none"> <li>• Diversity Committee</li> </ul>	<p>Clara Starr</p> <p>Diversity committee meets the 2<sup>nd</sup> Tuesday of every month.</p> <p>Spent a lot of time this year on a few items. Worked with Academic Senate to put together a grant and did receive the grant -- Humanizing Resource Project, focusing on hiring retention and celebrating employee excellence. Going to be reviewing the administrative hiring process and looking at the classified hiring process. Looking at providing more training, and the goal is to increase and hire a diverse workforce for CCSF. Received some funds from the EEL State Chancellor's Office, looking into bringing back faculty mentorship project.</p> <p>Grow your own project: need to put together an EEL committee, it is required, we need to reestablish it,</p>

		<p>because we need to present a new proposal to them in the new year.</p> <p>Presented the hiring report to subcommittee and the board – sent the 2021 report to Lisa Cooper Wilkins and the committee. On HR website, thick report, available for you to review.</p> <p>Had a lot of participation in our committee this year, need to put together these programs to improve hiring process and increase diversity.</p> <p>Questions: J. Carlin expressed concern over the Transgender Inclusion Project being left undone and hoped to get some updates on that, and to know if the Diversity Committee is still the best place for the Transgender Inclusion Project.</p> <p>Clara Starr replied that last academic year, they did have some participants from the group, but they did not seem to be a part of the group this year. She expressed that J. Carlin is right, it seems to have gotten lost. She said that wherever they think is the right place for this, she is comfortable with that. She said that she can certainly review that and hopes that they can add someone in their committee next year so the committee can get back on it.</p> <p>J. Carlin replied that there are only a few members, want to make sure it is agendized and does not just fall on the very few people. Just need to figure out a way there is effort to keep it agendized. J. Carlin suggested to have a chat about this.</p> <p>Michael Snider agreed with J. Carlin. Hoping that all constituents can be involved in this committee. He stated that he would be happy to help work on this as well.</p> <p>Heather Brandt commented that as someone that serves on multiple committees, we need to look at if the length of time we meet is enough, seems like the time we spend together is not enough to meet the needs that exist. She emphasized that work should not fall back on individuals that are on the committees.</p>
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		No public comment
11	Future Agenda Items	<p>Elizabeth Smith asked to agendaize for the Fall Facilities Committee's report of the regulation of heat in Cloud Hall.</p> <p>Michael Snider asked to agendaize an update on the hiring of the gardeners and the grounds.</p> <p>No public comments</p>
12	Adjournment	<p>Motioned to adjourn the meeting. Moved by Michael Snider. Seconded by Angelica Campos.</p> <p>Meeting adjourned at 5:36 PM</p>