

The Academic Senate

CITY COLLEGE OF SAN FRANCISCO

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CCSF Academic Senate Executive Council Final Minutes

Wednesday, February 5, 2025, 2:30-5:00 pm

Bamboo Room 402 at Chinatown/North Beach Center, 808 Kearny St, San Francisco, CA 94108
or Via [Zoom](#)

[February 5 Meeting Materials](#) | [ASEC Zoom Meeting Pro Tips](#) | [Community Guidelines](#) | [Guide to CCSF Acronyms](#)

Councilmembers present: Jessica Buchsbaum, Katia Fuchs, Mike Greenberg (remote non-voting), Fanny Law, Alex Leyton (remote voting), Alexis Litzky, Lillian Marrujo-Duck, Craig Persiko, Jonathan Potter, Robin Pugh (remote nonvoting), Pablo Rodriguez (remote nonvoting), Lisa Romano, Chad Stephenson

Councilmembers absent: Monica Bosson, Miguel Galarza (on leave), Tom Kennedy, Mitra Sapienza, Richard Taha

Other Senate members present: Lancelot Kao, Kate Frei

Guests: Tony Brown, Kit Dai, Jean Arquines, Meher Singh, Fred Teti, Lena Carew, Jenna Ortiz, Jennifer Keinzle, Pam Mery, Kristen Charles

1. Call to order at 2:33pm

[CCSF Land Acknowledgement](#)

We acknowledge that we are on the unceded, ancestral homeland of the Ramaytush Ohlone who are the original inhabitants of the San Francisco Peninsula. As the indigenous stewards of this land and in accordance with their traditions, the Ramaytush Ohlone have never ceded, lost nor forgotten their responsibilities as the caretakers of this place, as well as for all peoples who reside in their traditional territory. As guests, we recognize that we benefit from living and working on their traditional homeland. We wish to pay our respects by acknowledging the ancestors, elders, and relatives of the Ramaytush Community and by affirming their sovereign rights as First Peoples.

2. Adoption of Agenda

- a. The agenda was adopted by roll-call vote with 9 members present

3. Public Comment

- a. Jessica Buchsbaum - concern over ICE encroachment and enforcement on CCSF student population having a chilling effect continues
- b. Kate Frei - expressed appreciation for the visit of ASEC to Chinatown/North Beach as an inclusive practice for faculty

4. Reports

- a. Chinatown/North Beach report - Dean Kit Dai
 - i. Dean Dai shared a slide deck with an overview of physical layout of the building and its current educational programs (Fashion, Culinary, ESL, CDEV, Architecture, Janitorial, Older Adults, A-A Studies, Astronomy, Biology, Engineering, Math, along with City Extension and Contract Education, full complement of student support services); the campus centers community needs-inreach and outreach; CBOs collaborate on use for affordable meeting space and events; strengths and challenges include enrollment (FTES),
- b. Anti-racism at CCSF - The Justice Collective (TJC)
 - i. Tony Brown, District Compliance Officer, shared invitation to join TJC workshops; a robust anti-racism policy from BoT was passed and TJC has been employed to provide support
 - ii. The Justice Collective shared a presentation on their work of racial equity, diversity, and inclusion (REDI); Lena Carew, Jenna Ortiz, and Maher Singh shared keys to the framework including structural, institutional, cultural, interpersonal, and internalized levels to help to support an anti-racist policy in development with Academic Senate; workstream will include qualitative climate assessment, collaborative policy development, and implementation advising; the policy outcome is expected to be a Board Policy which describe behavioral expectations with more specificity to better support human dignity
- c. Officers Reports
 - i. [President's report](#) - President Alexis Litzky shared upcoming events including "Navigating AI Together" unconference (Foothill College, Mar 7) and ASCCC PT Faculty Institute in San Diego (Apr 10-12); she recently attended the strategic equity planning institute and PGC chair training
 - ii. First-Vice-President Lillian Marrujo-Duck - attended budget presentation to connect enrollment management with budgeting and scheduling; noted upcoming Spring FLEX day (March 10) and appreciated the synergy between enrollment management strategy and budget
 - iii. Second Vice-President Katia Fuchs - attended ASCCC hosted meet-and-greet in Sacramento during legislative season and will attend Legi Day (Feb 18) in Sacramento; Strategic Enrollment Management Planning (SEMP) will do one more read to focus on including equity more front-and-center; noted that state guidance on Math placement

- will lead to future updates
- iv. Secretary Chad Stephenson- appreciation for visit to CNB by ASEC; the center is linguistically diverse and inclusive, self-supporting, and community-centered, a model of community college serving the City's residents; ASCCC Noncredit Regional Meeting hosted by CCSF at Ocean Campus will be on March 1, 9am-3pm, and all are encouraged to attend
- d. AFT2121 check-in report - Robin Pugh
 - i. Clarification of budget with district and projection work toward targeted enrollment and exiting hold-harmless funding continues; she promoted a call to faculty to share experience with "ghost students" and how they impacted enrollment
- e. Student Chancellor's report
 - i. No report at this time
- f. Committee on Committees report - Lillian Marrujo-Duck
- 5. Consent Agenda
 - a. Approval of [Minutes from January 22, 2025](#)

2025.02.05.5.a. Approval of Minutes: Minutes from January 22, 2025

Resolved, the Executive Council approves the minutes for January 22, 2025.

Approved by consent.

b. [Approval of Committee Appointments](#)

2025.02.05.5.b. Approval of Committee Appointments

Resolved, the Executive Council approves the following appointments:

Noncredit Adult Education

Susan Schall, ESL - reappointment

Dora Rodriguez, DSPS - reappointment

Career Technical Education Steering Committee

Lynn Aung, Diagnostic Medical Imaging, new appointment

Noncredit Adult Education

Melissa McPeters, Transitional Studies, new appointment

Teaching and Learning with Technology Roundtable

Gina Hector, Business, new appointment
Tanaka Gaines, Learning Assistance Programs, new appointment

Distance Learning and Advisory Committee

Jason Schatz, Computer Science, new appointment

Approved by consent.

6. Break

- a. The Senate took a five-minute break.

7. Unfinished Business

- a. Noncredit Adult Education Committee

i. [Updated Committee Description - Fanny Law, NCAEC co-chair](#)

1. Fanny summarized the need for updating the committee description reflecting recent changes to noncredit
2. Several members spoke to the excellent work of the committee
3. Lillian Marrujo-Duck motioned to approve Resolution 7.a.i, seconded by Katia Fuchs

2025.02.05.7.a.i. Updated Noncredit Adult Education Committee Description

Resolved, the Academic Senate accepts the updated Noncredit Adult Education Committee Description as presented on February 5, 2025.

Approved by roll-call vote with 10 in favor.

ii. [Resolution about AEP Funding processes](#)

1. NCAE Committee co-chair Fanny Law shared the need for clarification for AEP funding process and how CCSF is in compliance with state funding to ensure process is being followed in an open and transparent way and will prioritize noncredit students' experiences; feedback and accountability measures are included in this resolution
2. President Litzky reiterated that the AEP fund is a categorical fund to be spent on noncredit; each fund has a fund manager and committee to review each request and prioritize it for the purpose of the fund; the resolution is meant to meet the action requested by the committee
3. Questions from the Council included: where the resolution is

being directed; President Litzky clarified that this is meant to urge sunshining of funding processes; does this resolve tensions and invite collaboration? President Litzky noted there is awareness of the Senate resolution and there is a sense and opportunity of openness to this collaborative process

4. Lillian Marrujo-Duck moved to approve, seconded by Craig Persiko

2025.02.05.7.a.ii. AEP funding processes

Whereas, [the Noncredit Adult Education Committee expressed their concerns](#) about the lack of clear communication and transparency about Adult Education Plan (AEP) funding processes, especially as they relate to the carryover funds, and recommended the district adopt “mechanisms for accountability and feedback to ensure alignment and effectiveness with the goals and objectives of the AEP fund,” therefore be it

Resolved, the Academic Senate recommends that the Academic Senate leadership work with the Office of Institutional Effectiveness to review the AEP development, allocation and communication processes and timelines, and

Resolved, that the Academic Senate leadership report back to the Noncredit Adult Education Committee and the Executive Council.

Approved by roll-call vote with 10 in favor.

8. New Business

a. [Resource Request Tracking](#)

- i. The item responds to a need to support chairs in tracking resource requests as well as follow-up with department chairs if requests were not funded.
- ii. Discussion included cooperation with DCC to build a cooperative effort to sunshine the process; grant-funding is needed to continue operationalize and institutionalize positions which are needing to be institutionalized yet rely on continued ongoing funding
- iii. Further discussion is encouraged by President Litzky

b. [Vision and Mission Statement Review](#) - Kristin Charles, AVC of Institutional Effectiveness

- i. Kristin presented background to the Mission and Vision Statement - regular review as required by accreditation (A.P. 1.00) including data and stretch goals through participatory governance structure (including Board

of Trustees); is mean to give an aspirational and motivational view to goals of the organization as well as a way to assess them

ii. Contexts to changes

1. Federal/accreditation context (*Accreditation Standard 1: Institutional Mission and Effectiveness*) - increased focus on equity and reflection of community in the institution
2. State context - concept of “support” has been reframed with removal of “remedial” instruction
3. Local context - emphasis on equity, promoting noncredit
4. Additional ongoing concerns about length and clarity of language of mission and vision statement

iii. Feedback

1. Board of Trustees shared its concerns and wishes during its recent retreat including equity, addition of “noncredit,” and need for financial sustainability
2. Senate is encouraged to discuss the statement and return a single wish and concern to build on the current statement; several concerns were shared from the Senate including lifelong learning and older adults, changes in population needs (part-time students, etc), and further adjusting language (e.g. “civic achievements” to “civic engagement”)

iv. Further engagement sessions will occur this month via in-person and Zoom meetings across the college with a return to ASEC with recommendations

9. Adjournment 5:06pm