



Participatory Governance Council

January 16, 2025

MINUTES

Meeting Called to Order at 3:40 PM		
No	Item	Discussion/Outcome
1	B. Land Acknowledgment (Procedural)	Read by Angelica Campos
	C. Roll Call (Procedural)	<p>Council Members: Students: Angelica Campos, Amelia Khong, Jordan Langdon, Ron Gonzales Absent: Malinalli Villalobos</p> <p>Classified Staff: Michael Snider, David Delgado Absent: Maria Salazar-Colon, Justin Genevro</p> <p>Faculty: Alexis Litzky, Mary Bravewoman (remote), Katia Fuchs Absent: Alex Leyton</p> <p>Administrators: Joyce Coffey, Stephanie Chenard (remote), Lisa Cooper Wilkins Absent: Yulian Ligioso</p>
2	Approval of January 16, 2025 Agenda (Procedural)	Motion to approve the agenda as presented. Moved by Alexis Litzky, seconded by Angelica Campos. Motion passed.
3	Approval of December 5, 2024 Minutes (Procedural)	Motion to approve the minutes as presented. Moved by Alexis Litzky, seconded by Amelia Khong. Motion passed.
4	Public Comments on Items not on the Agenda (Procedural)	No public comments

5	Chancellor's Report	<p>Chancellor Mitch Bailey</p> <p>Chancellor Bailey is very happy that we were able to use this meeting room for the PGC meeting. It's a big room with great space for quality, teaching, and learning. There's a lot of magic that happens in our classroom with faculty and students, and the physical space we occupy is also a critical piece for teaching and learning. We are glad to have our biology and chemistry classes here in this new building.</p> <p>The Chancellor apologized for missing the last couple of meetings due to traveling with the Board for a conference in November and was sick in December.</p> <p>The Chancellor has approved the adopted policies that are related to changing of language, from academic probation to academic notice. He had accepted those and will be forwarding them to the Board for their adoption and approval as well.</p> <p>The Chancellor has also accepted the draft Follow-Up Report for ACCJC and the Board is having their first reading of the Report tonight at 5 pm.</p> <p>The College and statewide has an issue of ghost enrollments and everyone's dealing with this and at different levels. Chancellor Bailey appreciated the work of the staff and faculty who had gone through to make sure that real students are getting in the class. We know that we will have to look at better technology solutions to help with this.</p> <p>The College has done some policy process changes including shortening the window from verification from the 7 days to 3 days. This process helped immensely and allowed us to have a better connection to students as well in the process. The College will continue to work on this.</p>
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		<p>Chancellor Bailey recognized and thanked the Classified Senate and the Family Resource Center for an amazing work in the holiday season for the Toy Drive. The generosity of the faculty, staff, and students at the college were able to serve the needs of all 140 families that needed gifts. The Chancellor thanked all who had made it happened.</p> <p>At next Thursday's, 1/23/25 Board meeting, the Board will have a comprehensive resolution in support of all our students particularly our undocumented DACA students – students are respected and our job here is to provide a safe, welcoming, thoughtful, helpful, and a supportive learning environment for all students.</p> <p>The 200 bungalows are gone behind the Visual arts building. The next thing you will see is that the old bookstore will go down in a couple of weeks. The College also plan to break ground for the Performing Arts Center in the end of next week. We will still be able to park in that area until we start building the Performing Arts building. We have additional parking spaces on the side of the STEAM building next to Riordan High School.</p> <p>The College has a parking structure allocated in the Bond Project list and its now going through an environment review process. The College is looking at all options to solve the parking issue including incentivize people not to drive their cars on this campus. There will be more discussions college-wide on parking.</p> <p>No public comments</p>
6	Awards and Recognition (Information)	<p>Edie Kaeuper recognized the women's soccer team for going as far as they have in their sport and having high academic grades of excellence.</p> <p>Michael Snider mentioned that there is some kind of noise that made it hard to hear at this meeting room. We will need to work on the sound system.</p>

		No public comments
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7	Old Business	
	a. Discussion of Meeting Protocols and Procedures/Meeting Modality (Discussion)	<p>AVC Kristin Charles provided updates on the participatory governance training that they will be conducting later this month and Lisa shared the meeting scheduled for this spring.</p> <p>The planned training date is Thursday, January 30, from 3:30 to 5 pm. Alexis or Lillian, Michael, and Malinalli will help facilitate the training session. Kristin/Lisa will be meeting with this group to plan out the training and confirm the date. This is a training for the Chairs of the PGC Standing Committees but also welcome anyone to participate. Location of the training will be sent out at a closer date.</p> <p>During the PGC training, the team will share with the Standing Committee Chairs about incorporating our communities, the guiding principles that PGC developed, to encourage the Chairs to start sharing them with their committees. Will post the PGC training information on the PGC webpage.</p> <p>The STEAM Building, Room 101 is the assigned room for the PGC meetings this Spring. We will work on the sound system for future meetings to ensure everyone can hear online and in the room due to a fan blowing here in the background.</p> <p>The scheduled April 4th meeting is during spring break which we will not be meeting. We have one meeting conflict with the Board Committee meetings on March 20th since the meeting overlap might impact some of the members, especially Cabinet level members who are part of PGC, might need to leave the meeting early.</p> <p>No public comments</p>

	<p>b. Strategic Enrollment Management Plan (Information/Discussion) – David Yee and Lisa Cooper Wilkins</p>	<p>Table it for next meeting.</p>
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	<p>c. Recommendation on Institution-Set Standards and Stretch Goals (Discussion/Possible Action) – Pam Mery</p>	<p>Presenter: Pam Mery</p> <p>Pam Mery gave an overview of the College’s proposal for the institution-set standards and stretch goals. It came as a recommendation from the Planning Committee and endorsed by the Academic Senate. These are required numbers that the College must have. The standards are the floor something we should be surpassing very easily and stretch goals are aspirational that meant to be stretchy. Pam explained how we came upon the proposed percentages for institution set standard and stretch goal for certificates, degrees, transfer, and credit course completion.</p> <table border="1" data-bbox="753 1050 1494 1260"> <thead> <tr> <th></th> <th>Institution-Set Standard</th> <th>Stretch Goal</th> </tr> </thead> <tbody> <tr> <td>Certificates</td> <td>12%</td> <td>20%</td> </tr> <tr> <td>Degrees</td> <td>9%</td> <td>16%</td> </tr> <tr> <td>Transfer</td> <td>10%</td> <td>20%</td> </tr> <tr> <td>Credit Course Completion</td> <td>70%</td> <td>73%</td> </tr> </tbody> </table> <p>There’s been a lot of discussion and work in calibrating these percentages. Pam will bring this back to PGC every year because it gets reported annually so there will be opportunity to adjust the percentages when warranted.</p> <p>Motion to approve the Institution-Set Standards and Stretch Goals. Moved by Alexis Litzky, seconded by Ron Gonzales. Motion passed.</p> <p>No public comments</p>		Institution-Set Standard	Stretch Goal	Certificates	12%	20%	Degrees	9%	16%	Transfer	10%	20%	Credit Course Completion	70%	73%
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<p>8</p>	<p>New Business</p>	
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	<p>a. AP 8.06 Draft, First Read (Possible Action Item) – Garth Kwiecien</p>	<p>Presenter: Garth Kwiecien</p> <p>AP 8.06 Procurement of Supplies Equipment and Services was last updated in 2020 and now we are updating it due to new State threshold. The biggest change in this document is the new thresholds, see chart on pages 14 and 17.</p> <p>Looking at page 15, for example, services except for CUPCCAA, the new threshold is \$0-\$5,000, instead of \$0-\$3,000 previously, which gives you more latitude to buy when only one quote is needed. The second group is changed from \$5,000 to \$114,800 and the current one is from \$3,000 to \$60,000. This is a huge change. About 70% of the California community colleges are using the state threshold of \$114,800. It increases every year. All purchases over the State threshold shall require a formal bid and Board pre-approval.</p> <p>The informal bid threshold for public projects, construction services, repairs and maintenance is \$75,000 and the formal bid threshold is \$220,000.</p> <p>Professional services is currently \$0-\$25,000 and now we have increased to \$60,000, which allows us to clear things quicker. Exceptions to the rules are also included to this policy.</p> <p>Alexis Litzky thanked Garth for providing the tracking document to show where we have brought this item to. This is very helpful which she recommends it for every item.</p> <p>Motion to approve draft AP 8.06 Procurement of Supplies Equipment and Services. Moved by Lisa Cooper-Wilkins, seconded by Angelica Campos. Motion passed.</p> <p>No public comments</p>
	<p>b. Student Refunds, Reimbursements and Bursar’s Office Updates – Garth Kwiecien</p>	<p>Presenter: Bursar’s Office Team</p> <p>The Bursar’s Office had some changes with staff due to retirements and replacements. They are in the process of backfilling some of the vacant positions.</p> <p>The Office has created documents with the process on</p>

		<p>student refunds and reimbursements. The Bursar’s Team walked through the documents with PGC and the documents will be posted on the Bursar’s webpage if there are no issues.</p> <p>Alexis Litzky thanked Garth and the Team for the information and for coming to the meeting since we don’t get to see some of the folks from other parts of the campus that we don’t normally see.</p> <p>No public comments</p>
9	Standing Committee Reports	No Items
10	Future Agenda Items	<p>Angelica Campos requested for updates on upcoming changes to placement, especially on Math.</p> <p>David Delgado requested for updates on parking.</p> <p>Facilities Update – Construction projects, Gough Street</p> <p>No public comments</p>
11	Adjournment	Motion to adjourn the meeting. Moved by Lisa Cooper Wilkins, seconded by Angelica Campos. Meeting adjourned at 5:09 PM.