

The Academic Senate
CITY COLLEGE OF SAN FRANCISCO
50 Frida Kahlo Way, Bungalow 604, San Francisco, CA 94112
www.ccsf.edu/academic-senate

Copies of the Final Agenda, Resolutions, and Materials for the September 9 meeting can be found in the [2026.09.09 Meeting Materials folder](#).

The Academic Senate Executive Council is committed to providing access and accommodation to Executive Council meetings. To make a request connected to a disability or health condition contact the Academic Senate President 48 hours in advance of any Executive Council meeting.

CCSF Academic Senate Executive Council
Draft Minutes

Wednesday September 23, 2:30-5:00 pm

Ocean Campus, HBB 140 or Via [Zoom](#)

Alternate Meeting Locations:

Chinatown North Beach Campus, Room 905

Mission Campus, Valencia Building, Room 407

Councilmembers present: Elena Alvarado-Strasser, Hana Arnold, Jessica Buchsbaum, Katia Fuchs, Fanny Law, Lily Lum, Lillian Marrujo-Duck, Madeline Mueller, Wynn Newberry, Ronald Page II, Jonathan Potter, Robin Pugh, Lou Schubert, Jonathan Siekmann, Anjali Sundaram

Councilmembers absent: Carina Lin, Mitra Sapienza, Edgar Waingortin

Other Senate members present: Abigail Bornstein, Kimberly Keenan, Melissa McPeters, Sheri Miraglia, Linda O'Roke, Nuala Sheetz, Karl Westerberg

Guests: Shannon Carter, Kimberlee Messina, David Yee

1. **Call to Order 2:37pm**

[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**

2026.09.23.2.a Motion to adopt the agenda.

The Senate moved to adopt the agenda. Motion by Lillian Marujo-Duck, second by Ronald Page II.

Adopted by roll-call vote with twelve members in favor and none opposed.

3. **Public Comment**

This portion of the meeting is reserved for persons desiring to address the Senate on matters not on the agenda. No actions will be taken. Public comment is limited to 1 minute per speaker, which is about 150 words. You can submit comments in one of the following ways:

- Raise your “hand” in person or the Zoom room to get on the speakers list and deliver a live comment.
- Submit your comment through the Zoom meeting chat, to be read by a member of the Executive Council.
- Email your comment to efuchs@ccsf.edu 12pm on the day of the meeting, to be read by a member of the Executive Council.
- Notes
 - Abigail Bornstein raised concerns about the Academic Senate Executive Council approving committee work over the summer without compensation or a compensation agreement. Such decisions should also involve union input.

4. **Reports**

- a. Officers Reports (15 min)
 - i. [President's report](#), Academic Senate President, Katia Fuchs
 1. Katia shared about the CCSF Math Department picnic at Dolores Park, including retired faculty, FT / PT faculty, and family and friends
 2. Katia gave a refresher on the Brown Act
 - a. ASEC is a Brown Act body
 - b. Committees aren't authorized to make recommendations without coming before ASEC
 - c. Business and action can only happen within business meeting
 - d. An email to the council is ok, but a discussion over email could be problematic, including a quorum hearing a particular position
 - e. Suggestion to use BCC when emailing the whole council
 3. Gratitude to Melissa McPeters (new member of FPAC) and Christa Lewis (alternate to FPAC)
 4. Equity Coordinator is out for recruitment
 5. Katia was elected by consent as the delegate to fall plenary (ASCCC)
 - a. Will be in 11/5 - 11/7 in Redwood City
 - b. Madeline Mueller pointed out the historical precedent for VPs also having votes at ASCCC
 6. Future meetings
 - a. October 7th meeting will be in STEAM 101
 - b. November 4th at Mission Campus

7. Please read the [EEO Plan](#)
8. Area B meeting will be Friday, October 9th (hybrid) at Diablo Valley College
 - a. Keep an eye on the resolutions webpage
 - b. We should discuss any resolutions we want to put forward by Oct. 7
- ii. 1st VP Report (Lillian Marujo-Duck)
 1. Enrollment Strategic Plan (ESP) update
 - a. Shifting demographics in SF discussed
 - i. Shrinking HS populations
 1. Stronger dual enrollment given this?
 - ii. 61% of SF residents already have bachelor's degree
 - b. Recommendation that councilmembers look at data and attend listening sessions
- iii. 2nd VP (Fanny Law)
 1. Asked councilmembers to be on the lookout for information about the "+1" of 10+1
- iv. Secretary's report (Jonathan Potter)
 1. AI CoP
 - a. Please [submit your interest](#) by 9/25/26 to be considered
 - b. [AI and linguistic bias](#) (Jan 2026)
 2. Feedback welcome on future ASEC resolution archive interface
 - a. [Current doc](#)
- b. AFT2121 check-in report (5 min)
 - i. Priorities
 1. Protect CCSF vital community programs
 2. Protect students from ICE
 3. Invest in CCSF educators
 - ii. Focus on non-economic issues
 1. Close to signing off on agreement about evaluations
 2. Working on assignments, work environment
 - iii. Proposal related to ICE
 1. Proposed guaranteed level of engagement from district
 - a. E.g. more consistent / clear communication about district immigration policies, training, job security measures for faculty at risk of being arrested or detained by ICE
 - iv. All proposals are available on AFT 2121 website
 - v. Pivoting soon (10/5?) to economic proposals
 1. Painting a bleak picture is a negotiation tactic
 2. Structural deficit is not true
 - vi. Reminder to submit pledge card
- c. Associated Students Executive Student Leadership report (5 min)
 - i. Absent
- d. Committee on Committees report (5 min)
 - i. See below
- e. Boundless SF Grant update (Chancellor Messina, 15 minutes)
 - i. Competition run by [Crankstart Foundation](#)

- ii. Guaranteed pathway for HS students in the form of a “middle college”
 - 1. Can earn HS diploma and AS/AA
- iii. Focus on paid internships / apprenticeships / industry certifications
- iv. Oct 9 deadline
- v. Builds on existing work with OEWD
 - 1. City Build Academy / Sector Training Programs
- vi. Planning grant first, action grant later
- vii. UCSF partnership
 - 1. Have worked on radiology tech program
 - 2. Largest employer in SF
- viii. Madeline Mueller asked about the availability of reference material (esp. list of partners)
- ix. Lou Schubert asked about fraction of grant for overhead vs. mission
 - 1. Kimberlee Messina and John Halpin stated that the answer isn't known yet
 - 2. Proposal will include work needed on Downtown building
- x. Katia Fuchs - expect future visits about this topic

5. **Consent Agenda 3:35pm**

- a. [Approval](#) of [Minutes from September 9, 2026](#)

5.a Approval of Minutes: Minutes from September 9, 2026

Resolved, the Executive Council approves the minutes for September 9, 2026

Approved by consent.

- b. Committee approvals
 - i. Approval of [Committee Appointments](#)

5.b Approval of Committee Appointments

Resolved, the Executive Council approves the following committee appointments:

- Limited Committees
 - Student Access and Matriculation
 - Adrienne Radcliffe, ESL, New, 2 years
- Unlimited Committees
 - Career Technical Education
 - Olga Shvarts, DSPS, New, 2 years

Approved by consent.

- c. [Designation](#) of Academic Senate President Fuchs as Delegate at ASCCC Fall Plenary

5.c Designation of Delegate to ASCCC Fall Plenary Session

Resolved, the Executive Council designates Academic Senate President Katia Fuchs to serve as Delegate at the State Academic Senate (ASCCC) Fall Plenary Session in November 2026.

Approved by consent.

- d. [Acknowledgement of receipt](#) of [Academic Senate Faculty Professional Development & Travel Report - FY26](#)
- i. Pulled from consent per request from Madeline Mueller
 - ii. Elena Alvarado-Strasser asked for clarification on terminology
 - iii. Lou Schubert asked about changes, Kimberly discussed need for advance approval for funding
 - iv. Madeline Mueller asked if the budget and number of applications are increasing, and how much time the role requires
 1. Kimberly - yes to both, should be 3.5 hrs per week per release time, but generally requires more
 - v. Jessica Buchsbaum expressed gratitude to Kimberly (seconded by Elena Alvarado-Strasser)
 - vi. Nuala Sheetz asked whether there were differences for noncredit vs. credit
 1. Katia Fuchs - some professional development is funded by categorical funds; this does not have a specific bend

5.d Acknowledgement of receipt of Academic Senate Faculty Professional Development & Travel Final Report - Fiscal Year 26

Resolved, the Executive Council acknowledges the receipt of the Final Faculty Professional Development & Travel report, with gratitude to Faculty Travel Coordinator Kimberly Keenan

Moved by Lou Schubert, seconded by Jessica Buchsbaum.

Passed with thirteen in favor and none opposed.

6. Equity Professional Development Faculty Coordinator 3:40pm ([Possible Action](#), Katia Fuchs, Academic Senate President, 15 minutes)

- a. [Draft Coordinator Job Description](#)
- b. Katia Fuchs - highlighted elements of job description that rely on combination of Equity PD Coordinator and Faculty Travel Coordinator

- i. Acknowledged feedback on preference to keep faculty travel outside categorical funding
- ii. Proposal - remove 10% Academic Senate travel coordination release time, remove references to Academic Senate Professional Development coordination, keep separate position
- c. Lou Schubert - Is this a currently existing position?
 - i. Katia - Equity PD Coordinator was once a split position between Equity and HR, so there is precedent for it being split
 - ii. Katia - position is coming back after a hiatus
- d. Lou - Feedback tends to be positive when PD is faculty-driven, negative when admin-driven
- e. Lou - Why is this not the role of the Faculty PD Committee?
 - i. Katia - the Faculty Travel Coordinator is a faculty coordinator position, would be faculty, would serve on committee
 - ii. Current Faculty Travel Coordinator reports to Academic Senate officers, technically doesn't have admin report
 - iii. All other coordinators have admin report
- f. Kimberly Keenan - I've had both positions, agree with keeping them separate
 - i. As Faculty Travel Coordinator, I currently report to ASEC
- g. Madeline Mueller - Last meeting, we passed Student Equity Coordinator
 - i. The current description seems messy due to the potential for overlap in duties
- h. Katia - It seems like this warrants further discussion
- i. Lillian Marujo-Duck - Title V requires CCSF to do certain things regarding equity, course outlines of record (CORS), universal design and learning (UDL) - this drives the need for this position
- j. Abigail Bornstein - suggestion to make the separation explicit in a resolution

7. **Break 4:06**

Council members took a break from 4:06 to 4:12.

8. **Requisition and Travel Form**

(Zeroth Read, Information, Shannon Carter, VC Finance, 20 minutes)

- a. [Current Requisition and Travel Form](#)
- b. [Timeline for Out-of-State](#) Faculty Travel
 - i. Katia Fuchs wished that it be known that she spent a lot of time on the timeline diagrams
- c. [Timeline for In-State](#) Faculty Professional Development
- d. Katia highlighted points
 - i. Board of Trustees wishes to see travel requests during Committee of the Whole meetings to give them a chance to ask questions before approving at business meetings
 - ii. Martha Rendon (Academic Senate Classified Support Staff) went on leave - created stress test for process - found areas where process could be made more robust
- e. VC Shannon Carter - Changes to form include:
 - i. Specification of who is paying for what
 - 1. Categorical vs. U-fund

- ii. Updated terminology ("chair" replacing "head")
- iii. Signatories
 - 1. Chair (if applicant is not chair)
 - 2. [Faculty Travel Committee Chair](#)
 - 3. Dean
 - 4. VC
- f. Elena Alvarado-Strasser - Faculty don't necessarily know funding source - who does know?
- g. Elena - Resolution number (not known at time of initial filling out)
 - i. VC Shannon Carter - Make clear separation between application and processing (or who fills out what, and when)
- h. Elena - Separate forms for admin / classified / faculty?
 - i. VC Shannon - Hoping to arrive at a dynamic form
- i. Jessica Buchsbaum - Yes to dynamic form (to move away from emailed pdfs)
- j. Kimberly Keenan - Request to revise timeline before publishing
 - i. 4 weeks of lead time for in-state, 12 weeks for out-of-state instead of 4-8?
 - ii. Transportation seems to take up a lot of space on the right side of the form
 - iii. Perhaps make smaller tweaks vs. updating entire form (e.g. educate board on fund letter codes)
- k. Lou Schubert - Suggestions
 - i. General "transportation" section instead of splitting into modes
 - 1. Kimberly / Lou - Lots of options - e.g. parking, ride share
 - 2. Kimberly - not always applicable
 - ii. Difficult to fill in resolution number - go from predetermined roster of numbers?
 - iii. Didn't find out until 7 weeks before a conference that I was going to present
 - iv. Separate form when reimbursement isn't needed? (Just coverage by insurance / the day off)
- l. Katia Fuchs - Confusing to have to check "Grant" instead of "Faculty" if your PD is grant-funded

Commented [1]: Didn't we say that this should be renamed to the proper coordinator name?

Commented [2]: Shannon and the form she was presenting both said "Faculty Travel Committee Chair" as the second signatory

Commented [3]: Ok

9. Faculty Travel Document

(First Read, Katia Fuchs, Academic Senate President, 25 minutes)

- a. [Draft Faculty Professional Development and Travel Guidelines](#)
- b. [Informational Presentation](#)
- c. Major changes / clarifications
 - i. Board approval must occur prior to travel
 - ii. Dean's role - sign off on chair travel, stay informed if non-chair faculty member is traveling
 - iii. Sharing + transparency - faculty share experiences back, anyone can see who is doing what
- d. Jessica Buchsbaum - Criteria unclear for chair/dean - recourse for improper approval / disapproval
- e. Elena Alvarado-Strasser - Dean's perspective on why they would like to be involved, highlighted changes would be helpful for next read
- f. Madeline Mueller
 - i. Seconded request for highlighted changes between what was adopted already and what is new

- ii. Dean evaluation should predate review of this (whereas chairs are evaluated every year)
- g. Kimberly Keenan
 - i. Thirded request for highlighted changes
 - ii. Shared concerns about dean involvement
- h. Abigail Bornstein
 - i. Fourthed request for highlighted changes
 - ii. Share-out is uncompensated additional work, and it already happens in the classroom

10. **Teaching and Learning FLEX Day**

(Informational Presentation, Sheri Miraglia, 15 minutes)

- a. [Tentative schedule for T&L Day \(September 2026\)](#)
- b. Positive feedback from the last T&L Day
- c. TBD on whether school meetings should be every year or not
- d. Katia Fuchs expressed gratitude to Sheri for work on this
- e. Abigail Bornstein - Positive feedback for school meetings - good opportunity to learn what other departments within a school are doing
- f. Lillian Marujo-Duck - Positive feedback for having an immediate follow-up meeting to apply what was learned earlier in the day

11. **Adjournment**

- a. Jessica Buchsbaum moved to adjourn. Lou Schubert seconded. The meeting was adjourned at 5:07pm.

Resolutions Packet for September 23, 2026

Consent Agenda

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