



**Participatory Governance Council
April 6, 2023**

MINUTES

Meeting Called to Order at PM 3:36 PM		
No	Item	Discussion/Outcome
1	Land Acknowledgment (Procedural)	Read by Angelica Campos
2	Roll Call (Procedural)	<p>Council Members present: Administrators: Lisa Cooper Wilkins (Chairperson), Stephanie Chenard, John Al-Amin, J. Dawgert-Carlin Staff: Michael Snider Faculty: Mitra Sapienza, Mary Bravewoman, Elizabeth Smith, Katia Fuchs Students: Heather Brandt, Amelia Khong, Chineseman Lai</p> <p>Council Alternates present: Administrator: Lidia Jenkins Classified Staff: Linda Liu Faculty: Sheri Miraglia, Joe Reyes Students: Angelica Campos, Courtney Wong</p>
3	Approval of Agenda April 6, 2023 (Procedural)	Motion to adopt the minutes as presented. Moved by heather Angelica Campos, seconded by Amelia Khong. 13 votes to approve, 0 abstention. Motion passed.
4	Approval of March 16, 2023 (Procedural)	<p>Motion to approve the minutes as presented. Moved by Angelica Campos, seconded by Michael. Mitra Sapienza requested to amend the minutes: to correct the AB 1275, (not AB 1775) for Brown Act bodies legislation mentioned in the minutes.</p> <p>11 votes to approve, 0 abstention. Motion passed.</p>
5	Public Comments on Items not on the Agenda (Procedural)	Michael Snider pointed out that SEIU is currently in bargaining, so classified representation will be limited in PGC meetings.

		No public comments
6	Chancellor's Report	<p>Chancellor David Martin</p> <ul style="list-style-type: none"> • Administrator Evaluations: Many of you have been able to provide feedback on different administrators. Supervising administrators are seeking input, it is more of a tiered approach, so there will be more opportunities throughout the semester to participate in the evaluations. If you feel like you do not have the opportunity to express your feedback, please reach out to me or Clara. • Minutes on Assembly Bill 1275: It is being heard at the California Assembly Subcommittee for Higher Education next Tuesday, April 11th, early afternoon available to view via Zoom. I am looking forward to participating, listening to the assembly subcommittee discuss the bills to see who supports it and does not support it. Will help us with our advocacy efforts, and can identify legislators to reach out to, to either confirm support or express to them why it is important to have more freedom with the Brown Act. Reach out to me if you are interested. • Admin Positions posted right now: HR jobs website, moving forward with hiring three positions: AVC Finance, Permanent AVC of Facilities, Public Information Officer - Governor Relations Position. • Southeast Center: Been a whirlwind with that center, we have rented that facility from the PUC since the late 80s. We have been on month-to-month lease for two decades now. The PUC has completely vacated that building, we have about 35 classrooms of stuff still in there, did not schedule any classes there the past two semesters. Because the PUC is moving away permanently, they will no longer upkeep it with building codes and regulations, asked us to move out of the Southeast Center. We are in the process of getting our equipment out – technology, desks,

		<p>instructional materials. Need to vacate that building so the PUC can work on demolishing it or doing a full renovation, not sure about their long-term plans.</p> <ul style="list-style-type: none">• Board retreat (two weeks ago): There is going to be a change in our committee structure/timing of committees meetings, board meetings starting next week is going to transition to back-to-back-to-back model, starting from 4:30pm and going into the evening. Budget will go from 4:30 to 5:30, Facilities will go from 5:30 to 6:30, and then the Student Success and Policy Committee will go from 6:30 to 7:30, then there will be a close session after the three subcommittee meetings running back-to-back. There will be more info when the agenda is posted next week.• Heating updates: Three major projects, 2.2 million dollars of boiler projects are still moving forward, tail end of our purchasing and finalizing all the contract language and signatures, hoping to schedule a date with contractors here next week, starting to order all parts and equipment they will need, last hurdle is making sure to do whatever we can to get the contractors on site as fast as possible. Hope to move as efficiently as possible. Currently in final stages of purchasing and getting contracts signed.• Science and Arts buildings: Received a set of final quotes for the repairs of the underground steam pipe, hope to make a decision here in the next week and select contractor shortly thereafter. There may be potential disruptions of the walkways in or around Cloud Hall and Science Hall, work may be scheduled in later part of this semester and into the summertime, do not necessarily know what the disruptions will be until selecting the contractor.• Meeting with President of the ACCJC. He was in the Bay Area this week and stopped by CCSF, was able to meet him Monday afternoon, we had a great list of representatives from a variety of stakeholder groups, got to share with him the
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		<p>great work that the college is doing. Had a Trustee join us to talk about their goals and vision, got to share all the good work that the college has been doing.</p> <ul style="list-style-type: none"> • Accepted recommendations from the PGC in respects to AP 2.18 and the two BPs and APs in respects to Intercollegiate Athletics from last meeting. Appreciate the dialogue, and the recommendations are sound so I will accept them and move them to Board of Trustees for final consideration. <p>Questions: Mitra Sapienza: Missed the rescheduling of the subcommittee of the board? Did you give a date?</p> <p>Chancellor Martin: That will be this Thursday, will stay on 2nd Thursdays but the timing will change.</p> <p>Angelica Campos: Thank you for bringing up the hearing of AB.1275. Heather Brandt will be testifying on behalf of it, so please show up! How can we make sure people will show up? What are some suggestions?</p> <p>Chancellor Martin: Getting the word out in different committee groups is always helpful, I can work on putting something together for college wide distributions. Can work with leaders to get in contact with as many students as possible. Next several days, I will make sure to bring it up in different meetings. Let me know how we can work together to get the word out and I will do my best.</p> <p>No public comments</p>
7	Awards and Recognition (Information)	<p>Angelica Campos gave a shoutout to Mitra Sapienza and Heather Brandt for all their hard work this weekend putting together another presentation about Student Engagement at the Student Center of Community Colleges General Assembly. Shoutout to Heather for writing ten different resolutions.</p>

		<p>J. Carlin gave a shoutout to Works of Art Committee in working in collaboration with the Women’s Resource Center and our Facilities department, been attempting to move an important mural in the Women’s Resource Center to the new site of the Women’s Resource Center, been going through a long process, been working together. Want people to be aware of this committee. Shoutout to my own group in the School of Social Sciences, Behavioral Sciences, Ethnic Studies, and Social Justice specifically in the Labor and Community Studies Department and African American Studies Department that came together to plan an event on April 20th with Alicia Garza, one of the co-founders of Black Lives Matter and a Nobel Peace Prize Nominee. This will be a hybrid event.</p> <p>Mitra Sapienza shared the Works of Art Committee LINK</p> <p>Mitra Sapienza shared the event Dean Carlin announced on page 11 of the latest Equity Times newsletter here.</p> <p>No public comments</p>
8	Old Business	
	a. BP 8.01 Draft Budget Forecast (Continued Discission) LINK	<p>Chancellor David Martin</p> <ul style="list-style-type: none"> • This was walked through in detail last time of the budget document but will touch on some of the highlights again. Also want to keep it on the agenda as an ongoing conversation. Hoping to make a stop at the Budget Committee and Enrollment Management Committee. Getting feedback on different components of this from different groups to keep it coming back to PGC. • Revenue sources up at the top, and below are the expenditures. Far left is fiscal years, turquoise is the budget we are in the process of developing. 5-year financial outlook needs to be included in the budget, to make sure we are compliant with the

		<p>new Board Policy 8.01. Will go through changes in the coming month but hope to get comfortable with the set up. Far right are the 5-year projections. Projecting out through 2027-2028. Variety of things will change so some assumptions are built into this document.</p> <ul style="list-style-type: none">• Down below are FTES numbers. We have an assumed 5% growth for 5 consecutive years. It is a big goal and will need planning for it. If we are planning to grow FTES, we will need to grow our class schedules as well. We will need to add more sections.• Hold harmless, after 2425, revenues will remain flat for districts that are in hold harmless until our Student Centered Funding Formula revenue exceeds our hold harmless revenue. Right now, there is a 12–13-million-dollar gap that needs to close. Looking at 19 to 20 thousand FTES to close the gap, if we can get to that level, we may be able to bump out of hold harmless and into Student Centered Funding Formula. This will depend on a variety of things though. We will keep an eye on it together. <p>Heather Brandt moved to extend the time by 5 minutes. Seconded by Angelica Campos. Motion passed.</p> <p><i>Questions:</i></p> <p>Chineseman Lai: Assuming FTES to grow per year, is that your base case? If so, do you have a low and high case? What would you do in response to the differences in funding?</p> <p>Chancellor Martin: Model is very a standard starting point but getting feedback from different committees (enrollment management) to figure out what is the low end and what is the high end and will give us a framework to run different scenarios. This is the next step of the conversation.</p>
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		<p>Elizabeth Smith: What is administration doing specifically to help enrollment grow? If we are growing, how is that going to affect impacted departments who cannot hire faculty?</p> <p>Chancellor Martin: Planning for growth, we are adding FTES to the budget, certain departments received larger allocations. Hoping to have more sections over a variety of disciplines. Offering classes where there is a demand. For impacted departments, that is an ongoing conversation. As we move into the semester, working with department chairs to look at enrollment data to see trends, and if there are examples of max capacity, may be able to bring back faculty numbers if it is appropriate. No definitive benchmark, but department chairs are constantly in communication and conversations about the numbers.</p> <p>Elizabeth Smith: Certain proposals to raise caps for certain classes has been brought up. Has that been discussed?</p> <p>Chancellor Martin: So far, no, to my knowledge.</p> <p><i>Public comments:</i></p> <p>Landi: I am from the Childhood Development Department. I heard Michael say that his group is bargaining right now. Why are you double booking the bargaining team? People who can make decisions cannot make it to the bargaining meetings.</p> <p>Chancellor Martin: Will have to circle back with the folks from the teams. That is something that is a conversation for the parties at the table.</p>
	<p>b. BP Updates & Review (First Read)</p>	<p>Chancellor David Martin</p> <p>In the process of reviewing board policies. This will come back as a second read later. These are first reads, there are quite a few of them. Can come back in a few weeks to answer any specific questions.</p> <p>No public comments</p>

	<p>c. Continue the Discussion of Meeting Protocols and Procedures/ Meeting Modality (Discussion)</p> <ol style="list-style-type: none">1. Community standards/Agreement2. Planning Session to Develop (dates?)3. BoardDocs Update	<p>Lisa Cooper Wilkins reminded that one of the discussions is potentially a process to develop community agreements for the council, the other was about a planning session to develop those standards and agreements and other items as they relate to meeting modalities.</p> <p>Mitra Sapienza: It has been a couple years since we did this. Context for this was it was a cross-constituency effort. Took about four months to develop community standards. With many people - student leaders, classified staff, faculty, and administrators reviewing it and giving input. Ended up passing a resolution that made these community standards suggested for academic senate committees and academic senate executive council to adopt and lean on LINK.</p> <p>Lisa Cooper Wilkins: Thoughts on when a good time would be to meet about this that works with most groups?</p> <p>Heather Brandt: Are we seeking a motion?</p> <p>Lisa Coper Wilkins: If council members think it is at a point where there can be a motion, then there can definitely be a motion, so action can be made.</p> <p>Heather Brandt motioned to develop community standards and agreements, seconded by Michael Snider.</p> <p>9 votes to approve. 6 abstentions. Motion passed.</p> <p>Lisa Cooper Wilkins: Next item to consider is when the planning would take place. Any recommendations on when this will take place? If there is a motion that someone wants to make today, might be helpful to come back with some dates. Or we can table this part of the discussion until next time. Might be most helpful way to tackle this.</p> <p>On to the topic of BoardDocs, we have been discussing how to move this council over to BoardDocs, which would require us all to be trained on BoardDocs. Could be an additional item to be used toward this additional planning time for the council. Will look into how long training will take and what it will look like. Will come back next</p>
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		<p>meeting with this information. Goal is for us to start using BoardDocs by this Fall.</p> <p>Heather Brandt: Is it just for PGC or would subcommittees thereafter also be moving to BoardDocs?</p> <p>Lisa Cooper Wilkins clarified that right now it is just PGC main body. After seeing what that looks like, the others can potentially move over by Spring.</p> <p>No public comments</p>
	d. Communication (Discussion)	<p>Lisa Cooper Wilkins reminded that this item was agendized it from last time. Right now, trying to find a regular meeting time for those who decided to serve on this committee. Anyone interested, please let us know so we can make sure you are invited to the next meeting.</p> <p>Angelica Campos expressed interest.</p> <p>No public comments</p>
9	New Business	
	a. Water Fountains	<p>Alberto Vasquez</p> <p>Shared an excel sheet with information about each water fountain on Ocean Campus buildings. Was able to check out buildings on the campuses, was not able to check the centers. Went through all the buildings on Ocean Campus. One of the issues that came up, there were a few fountains that were bagged – some have drain issues or need a repair piece, will need plumbers to confirm what the issues are. Was able to identify all the drinking fountains on campus. Total of 64 water fountains on campus.</p> <p>Questions: Elizabeth Smith: Is there a way that this document could be made available? At least to PGC?</p> <p>Alberto Vasquez: Will want to clean it up before sharing. Need to define the different terms. Will find a way to put it out there somehow.</p>

		<p>Elizabeth Smith: The fountains that are not working, are there work orders in place?</p> <p>Alberto Vasquez: That is the next step, mentioned it to the plumbers. Now that the walkthrough is done, I will share it with them. One of their goals was that prior to the pandemic, they were looking to add bottle fillers to a lot of these fountains. That may be something that comes back up as well.</p> <p>Elizabeth Smith: Could you please update us if those projects start?</p> <p>Alberto Vasquez: Yes.</p> <p>Michael Snider: Can these water fountains be converted into filling stations? Students are bringing their own bottles now these days, and there is nowhere to fill them.</p> <p>Alberto Vasquez: There are a couple of options there. They were planning to add bottle fillers to the spaces. Something they were trying to start up for a while before the pandemic.</p> <p>Mary Bravewoman expressed concern about water fountains and no one wanting to put their mouths on them ever since COVID-19, and further emphasized the importance of bottle filling stations and helping our campus be greener.</p> <p>Angelica Campos: If you can get 1-2 bottle fillers per building that would be great. Buying water is not convenient at all.</p> <p>Lisa Cooper Wilkins: How would you record the fountains that are coming out with murky or discolored water, like on the third floor of Cloud?</p> <p>Alberto Vasquez: Did not test the water. These questions should be shared through work order. If it goes to Facilities email, we will try to address it. There was a water shutdown so they could do some work at Batmale. One of the things that is frustrating is that each building does not have their own water shutoff, it is all connected. Archaic model of the campus system that we are trying to improve on.</p>
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10	Standing Committee Reports	
	<ul style="list-style-type: none"> Facilities Committee 	<p>Alberto Vasquez</p> <ul style="list-style-type: none"> Steam centers going up quickly, it is going to continue. Topping off party - there will be a day where you can put your name on a roof of the highest point of the building. Schedule for that is to be completed in the summer. We will reach out to the community to see who is available to sign it. Will occur for all the buildings. Theater PAC building is also moving forward. Meeting a design milestone in a few weeks. Planning to share some material finishes sometime in the middle of this month. Can physically touch something related to the building. Student Success Center involves carrying down a column. Finishing up work in Smith Hall for the Bookstore, 700-600 Bungalows, Rosenberg 3rd floor, MUB for the Bursar's office to be able to accommodate the occupants. There is still some furniture that need to be installed. Goal is to have all the departments moved out of Conlan Hall by end of May.

- Website: going to update the map, add where the pool, gym, and track is on it. Looking to update signage in the summer around the campus to reflect newer locations.
- Monthly updates to the website are done in the Facilities meetings. Looking into future parking impacts as well.

Questions

Michael Snider: With the recent tree issues, President Wong mentioned we are going to get an arborist to check out the trees? Are we really going to have one?

Alberto Vazquez: Trying to work with an arborist to come and identify the trees. There are some that are diseased or too big. Going to be a lot of different items that need to be addressed. Trying to take care of the urgent or critical ones that are drooping or falling. Trying to minimize those risks.

Angelica Campos: In the last meeting, a lot of us had questions about the bathroom. In Student Union, elevator over heated, and it has been more than two weeks now, are there any updates?

Alberto Vasquez: They came out yesterday late in the day and replaced the motor but were not able to solve the issue. They are going to have someone come back out and do more troubleshooting. Couple of other things still need to be addressed. We are putting pressure on them to come out and resolve it.

Heather Brandt: Would you end up needing to order more parts? Will those orders be expedited?

Alberto Vasquez: That will be up to the professional installers. Not sure if the motor impacted something else. Until they tell us, we do not know yet.

J. Carlin: Batmale trees, was very helpful to be working with Alberto and his team. Three of them ended up coming down but fortunately it did not hurt anyone. We are working diligently to get them cut down. Are the trees

		<p>on campus 100% CCCSF's responsibility? Do we have any support from the city?</p> <p>Alberto Vasquez: No, they are all on our property, all our responsibility.</p> <p>No public comments</p>
	<ul style="list-style-type: none"> • Diversity Committee 	No report
11	Future Agenda Item	<p>Eliabeth Smith added the Thermostats item to the future agenda.</p> <p>J Carlin would like to receive an update from both the Diversity Committee and Clara as the Head of HR. Before the transgender inclusion project got disbanded, and got moved into the Diversity Committee, we requested a couple of things. Would like to get an update on how we are aligning with Board Policy on Gender Diversity, that includes an update on where we are with bathrooms and with doing some internal trainings on gender inclusivity.</p>
12	Adjournment	<p>Motioned to adjourn the meeting. Moved by Angelica Campos, seconded by Heather Brandt.</p> <p>Meeting adjourned at 5:18 PM</p>