



**Participatory Governance Council  
May 19, 2022**

**MINUTES**

Meeting Called to Order at 3:38PM		
No	Item	Discussion/Outcome
1.	Land Acknowledgment (Procedural)	
2.	Roll Call (Procedural)	<p><b>Council Members present:</b>            Administrators: Lisa Cooper Wilkins (Chairperson), Jill Yee, John Halpin, Wendy Miller            Faculty: Fanny Law, Maria Del Rosario Villasana, Simon Hanson            Students: Angelica Campos</p> <p><b>Council Alternates present:</b>            Administrator: Mildred Otis            Classified Staff: David Delgado            Faculty: Mary Bravewoman, Mitra Sapienza            Students: Heather Brandt</p>
3.	Approval of Agenda <a href="#">May 19, 2022</a> (Procedural)	Motion to approve May 19, 2022 agenda. Moved and seconded by Wendy Miller and Simon Hanson. Motion passed.
4.	Approval of Minutes <a href="#">May 5, 2022</a> (Procedural)	Motion to approve May 5, 2022 minutes. Moved and seconded by John Halpin and Maria Del Rosario Villasana. Motion passed.
5.	Review 2022-2023 Schedule of Meetings	<ul style="list-style-type: none"> <li>Dr. Lisa Cooper Wilkins stated that according to the 2022-2023 schedule PGC is agenized to meet</li> </ul>

Minutes by AD

	PGC Calendar (Continue the Discussion)	<p>every First and third Thursdays of the month beginning August 18<sup>th</sup>. There will be no additional PGC meetings this summer.</p> <ul style="list-style-type: none"> <li>• Simon Hanson stated that it will be helpful to have a proposal for the institutional calendar/record in writing, which can then be approved by the PGC and relayed to the Board of Trustees.</li> <li>• John Halpin stated that the Board’s meeting is scheduled for August 25, September 22, October 20, November 10, and December 8, so PGC should avoid those dates.</li> <li>• Wendy Miller stated that the 2022-23 academic calendar has been adopted and is located on the office of instruction website under faculty workload.</li> <li>• Angelica Campos moved to approve August 18<sup>th</sup>, 2022 at 3:30 PM as the first PGC meeting of the 2022-2023 academic year, seconded by John Halpin.</li> </ul>
6.	Public Comments on Items not on the Agenda (Procedural)	No public comments. The email to submit public comments was shared in the chat (pgc@ccsf.edu)
7.	Chancellor’s Report	<p>The Chancellor was not able to join the meeting due to the scheduling conflict with the Board meeting and instead has shared a written <a href="#">response</a> to PGC recommendations from April 7, 21, and May 5.</p> <p>No public comments.</p>
8.	Awards and Recognition (Information)	<ul style="list-style-type: none"> <li>• Wendy Miller congratulated CCSF men’s basketball team, which was recently honored by the Mayor at City Hall, and thanked the student athletes as well as the coaching staff.</li> </ul>

Minutes by AD

	<ul style="list-style-type: none"> <li>Acknowledging Faculty in response to Faculty layoffs <a href="#">LINK</a></li> </ul>	<ul style="list-style-type: none"> <li>John Halpin acknowledged two of his PGC colleagues, Wendy Miller and Jill Yee, who are retiring at the end of June.</li> <li>Simon Hanson shared a resolution from the Academic Senate formally acknowledging 38 CCSF employees who were laid off at the last Board Meeting. He added that despite this being a difficult year, these employees continued to teach and serve City College, and that layoffs were not directed by an evaluation or a service review, but by a budgetary constraint. Layoffs affect a broader College community, but it is important to acknowledge the faculty and classified staff who were affected the most and to see them as individuals and recognize their contributions. He mentioned that the future budget will involve some administrative layoffs as well.</li> <li>Angelica Campos acknowledged all the laid off teachers and mentioned that Carole Meagher was still advocating for the College and speaking out about the importance of the College community and funding for the faculty.</li> <li>Heather Brandt added that layoffs are going to be a great loss for the community, and students will be impacted by these decisions as well.</li> <li>Maria Del Rosario Villasana approved of the resolution that was set forward but stated that City College needs to decide how to better help those who are laid off due to no fault of their own. She added that breaking tenure is unprecedented and shameful. Perhaps the College could consider providing an exit packet, which should include financial contribution.</li> <li>Mary Bravewoman thanked Simon Hanson for acknowledging the laid-off employees and</li> </ul>
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		<p>extended her gratitude to student leaders, in particular student trustee Malinalli Villalobos, the President and soon to be Chancellor Heather Brandt, Angelica Campos, Darius Rego who supported the faculty at camp Conlan and fought for their right to education.</p> <ul style="list-style-type: none"> <li>• Wendy Miller congratulated all the students who have completed certificates and graduating this year.</li> <li>• Doctor Cooper Wilkins added that the Commencement ceremony is coming up on Friday, May 27<sup>th</sup>.</li> </ul> <p>No public comments</p>
9.	Old Business	
	<p>a) Continue the Discussion of Public Comment Protocols and Procedures (Discussion/Possible Action)</p> <ul style="list-style-type: none"> <li>• Continue the Discussion of Roles and Responsibilities of PGC Members (Discussion)</li> </ul>	<ul style="list-style-type: none"> <li>• Lisa Cooper Wilkins noted that the intention was to have the “raise hand” feature working in order to have a more organic participation and an additional way to take public comments, but the technical support was not able to join this meeting. However, this will be addressed during the next scheduled PGC meeting. The hybrid meetings in the Fall will be potentially different but should remain inclusive.</li> <li>• Wendy Miller stated that the hand raising feature was not activated because the tech support had to attend to the Board of Trustees meeting, which was happening simultaneously.</li> <li>• Simon Hanson stated that last week an in-person meeting for the Board’s sub-committee was held, but it did not involve members of the public. He added that the College is not making it easy to interact with governing bodies or public committees. He thanked Dr. Cooper Wilkins for</li> </ul>

		<p>trying to get the “hand” feature up and for sharing the PGC email for submitting public comments because it sends a clear message that PGC wants the public to be part of the process. It’s important to continue to think about better ways in which we can engage the community and the students.</p> <p>No public comments</p>
	<p>b) R2C Update (Report)</p>	<p>Alexis Litzky shared the following R2C updates:</p> <ul style="list-style-type: none"> <li>• Facilities department is continuing to work on adding signage which states the summer building hours, which have been finalized and posted on the covid-19 website, as well as other safety information, such as access points, whom to contact if the building is not open, etc.</li> <li>• Facilities is also working on setting up a database with information on classrooms, which would include information not only on classroom capacity, but also on what kind of space it is, what kind of technology or ventilation is included, etc.</li> <li>• The discussion on the identity purpose and placement of R2C in participatory government structure continues. Formally scheduled meetings have ended because the conversation areas previously assigned to R2C have been distributed back to various other groups in shared governance, such as the PGC Health and Safety Committee. The group, however, wants to continue to have the space for the discussions. At the last meeting PGC made a motion to make R2C a workgroup, but the Chancellor has not responded to the motion yet because he would</li> </ul>

		<p>like to have more information on what that would entail, such as what this group would be working on, who would participate, etc.</p> <ul style="list-style-type: none"> <li>• R2C is working on the end of the semester communication and reminding people that the mask mandate is still in place, and that there is still a vaccine requirement for people who want to go on campus, etc.</li> </ul> <p>Comments and Questions:</p> <ul style="list-style-type: none"> <li>• Maria Del Rosario Villasana wanted to know why City College is so behind on reopening compared to other institutions, and how can we, as a college, remove some of the roadblocks. Alexis Litzky answered that it is not the purview on the purpose of R2C to identify these roadblocks. The purpose of the R2C was to review return to campus plans that were developed in consultation between various departments in order to ensure that the College is meeting specific benchmarks and safety protocols. As many of the specific local, county, and state restrictions have been lifted, the return to campus plans are no longer being reviewed and R2C has moved to updating the whole College in an effort to prepare for the return back to campus. Also, the Chancellor has been clear about not wanting to remove mask restrictions too soon because the situation around Covid-29 changes often and we are entering into another surge of infections. There was a suggestion at the PGC Health and Safety committee to create an urgent response team that would give expert informed directives about what we need to do in a time of crisis. Shared governance is not a quick way of creating policy, and instead it is based on</li> </ul>
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		<p>a lasting and enduring consensus – based decisions.</p> <ul style="list-style-type: none"><li>• Simon Hanson stated that the R2C group was formed two years ago with equal constituencies, including students, but was then limited its scope to focus on reviewing plans. He asked if the R2C group is going to continue to meet and what the task of the current group is. Alexis Litzky clarified that the original group was the return to instruction task force, which did not have appointments from various constituencies, and as the shelter in place wore on, it became clear that the return to campus plans were needed. R2C group will not be meeting anymore, but it will potentially continue to exist outside of the governance system.</li><li>• Maria Del Rosario Villasana asked if an evaluation could be set in place to review the impact of the extra workload associated with overseeing reopening plans on the departments across the College. She added that she has submitted between 12 to 15 plans, but they were not effective. Alexis Litzky stated that there were no plans to review such an impact to her knowledge, but that the amount of time and labor put into reviewing these plans were part of the conversation in the past.</li><li>• Motion to extend the discussion by 5 minutes moved by Maria Del Rosario Villasana and seconded by Angelica Campos.</li><li>• Mary Bravewoman stated that she was a part of the original R2C group and joined it again later when it was opened to other constituents, including students, and that she has been participating weekly ever since. One of the arguments for keeping R2C open is that it is a place for communication and free exchange of</li></ul>
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Minutes by AD

		<p>information, which might not occur organically, between constituents who can stay informed, and make recommendations on a weekly basis instead of waiting for first and third Thursdays.</p> <ul style="list-style-type: none"><li>• Angelica Campos stated that the campus does feel like a ghost town, and it is far behind on reopening compared to other colleges, which do have a lot of programs opened. She added that currently there are not a lot of ways to approve R2C plans or make recommendations, and that students deserve more than the current limited open hours.</li><li>• Motion to extend by five minutes moved and seconded by Angelica Campos and Wendy Miller.</li><li>• Heather Brandt stated that we cannot talk about R2C without talking about the dysfunctionality and disorganization of the College overall, including the fact that we didn't have a Chancellor, and the classified and faculty have been laid off. All of these factors pull away from our ability to focus on other things.</li><li>• Wendy Miller stated that CCSF has been successful at reopening health courses, PE/Athletics, some CTE, and science courses which have been held in-person for a while.</li><li>• Fanny Law stated that she was involved in both the return to instruction and return to campus workgroups and stated that it is important to acknowledge the reasons why CCSF has been so dysfunctional and to reflect on why we have not been able to achieve a lot. Class schedule for the Fall semester still doesn't have any classrooms assigned and it is frustrating for instructors and students.</li><li>• Alexis Litzky thanked everyone for the comments. She acknowledged that the</li></ul>
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		<p>reopening has not been smooth but maintained that the Covid reported numbers have been very low compared to other colleges and that the database will help with assignment of the classrooms. She reiterated that we are all in this together.</p>
10.	New Business	
	<p>a) Degree Works Update</p>	<p>Mandy Liang shared the following information:</p> <ul style="list-style-type: none"> <li>• <a href="#">Degree Works</a> is a web-based education plan and degree audit system which will guide student success and timely completion. It is organized in a way to show the student exactly what course they need to take in order to complete the program requirements and achieve their education goals. It is not a substitution for developing an education plan with a counselor, however.</li> <li>• The system is projected to be launched next month. Mandy Liang acknowledged the leadership and support who worked diligently for the past seven months to build this system, and invited PGC members to attend the degree works <a href="#">workshops</a> this summer.</li> <li>• The system will include students' data, such as the program they are pursuing, transferable GPA, academic standing, etc. The student will get a snapshot about how close they are to competition. When students and counselors will look at a quick summary about the degree requirements, they will also be able to see units, residency, and GPA requirements. If a student has not completed a required course, then they will be shown a list of available options of classes</li> </ul>

		<p>to take. Students can click on the courses to see a more detailed description and where and when class meets, which will make it easier to plan and register. Students can create a PDF of this report, if needed, and will have access to a GPA calculator and course history, pulled from the students' transcripts.</p> <ul style="list-style-type: none"><li>• "What if" feature will make it easier for student to consider changing majors by showing how the already completed courses will factor into a new major.</li><li>• Students will be able to see educational plans as developed by the counselor. A tracking feature is included and will warn the student and the counselor if the student didn't follow the plan.</li><li>• The system has many new features, and more information will be provided during the upcoming workshops in the summer.</li></ul> <p><i>Questions and Comments:</i></p> <ul style="list-style-type: none"><li>• Heather Brandt asked when the workshops will be held and how can the students find out about them. Mandy Liang answered that the flyer was available on the PGC website and that the dates for the upcoming workshops are June 21, 9:00-10:00am, July 6, 3:00-4:00pm, and July 21, 12:00-1:00pm. Heather Brandt asked how this new system compares to other programs which other California Community Colleges use. Mandy Liang answered that many CCCs use the degree course systems, and that there are three main systems, including the Degree Works. The flyer was emailed to Student Chancellor Tang to share with other students.</li></ul> <p>No public comments.</p>
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	<p>b) Academic Senate Resolutions</p> <ul style="list-style-type: none"> <li>• Resolution to Honor Student Voice <a href="#">LINK</a> (Discussion Item)</li> <li>• Discussion of Revising College's Mission Statement See <a href="#">LINK</a></li> </ul>	<ul style="list-style-type: none"> <li>• Simon Hanson stated that the Resolution on Student Voice has been brought through the Student Equity Strategies Committee – it has been adopted and will be presented at the Board meeting later tonight. The Resolution is asking the Board to work in collaboration with the Student Leadership to find solutions to the reasons that CCSF Student Trustees do not currently have full right and responsibilities and look into giving Student Trustees voting rights. It also urges the Board to ensure that the Student Trustee Advisory Board is asked for at the start of every vote. This Resolution is brought forth to the PGC as an information and the item for discussion, but the endorsement will strengthen the voice.</li> <li>• The next item is a Resolution that the Academic Senate has made to change wording in our Mission statement, which concerns adult learning, non-credit, and excellence in education. The College needs to have a conversation reaffirming its purpose, and the Academic Senate hopes to start this conversation at the PGC, which hopefully will result in an updated mission statement. This item should be kept on the agenda and sent out to constituent bodies for their input.</li> </ul> <p><i>Questions and Comments:</i></p> <ul style="list-style-type: none"> <li>• Angelica Campos stated that the pushback over giving the students full voting rights has been revolving around the issue of liability, which is not relevant anymore. We have 2 students on the Board of Governors representing all students across the state and they were recently given voting power. The voice of Student Trustees at</li> </ul>
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		<p>CCSF on another hand is not being taken seriously by the Board.</p> <ul style="list-style-type: none"> <li>• Mary Bravewoman thanked Simon Hanson and the Academic Senate for bringing forward this resolution because it has been a real concern that Student Trustees are being dismissed or simply forgotten, and that they are not privy to the closed sessions. She expressed her full support for the resolution.</li> <li>• Heather Brandt agreed with Angelica Campos, thanked the Academic Senate, and stated that there has been a level of disrespect towards Student Trustees that has become acceptable.</li> <li>• Mary Bravewoman moved to endorse the Student Voice resolution. Angelica Campos seconded. Wendy Miller abstained from the vote. Due to one abstained vote PGC members voted on the resolution:</li> </ul> <p>Administrators: Jill Yee – YES, John Halpin – YES Wendy Miller – YES.  Faculty: Fanny Law – YES, Maria Del Rosario Villasana – YES, Simon Hanson – YES  Students: Angelica Campos – YES</p> <p>Council Alternates present:  Administrator: Mildred Otis – YES  Classified Staff: David Delgado – YES  Faculty: Mary Bravewoman – YES, Mitra Sapienza – YES  Students: Heather Brandt – YES</p> <p>Total: Yes – 12 votes, No – 0, Abstained – 0.</p> <p>Motion passed.</p> <ul style="list-style-type: none"> <li>• Simon Hanson clarified that the vote was in affirmation of the Student Voice resolution, which is now going to go forward to the</li> </ul>
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		<p>Chancellor from PGC, which does not mean that he will choose to endorse it. The second item regarding the Mission Statement should be brought back to the discussion at the beginning of the next semester, but no action is being requested at this time.</p> <ul style="list-style-type: none"> <li>• Heather Brandt requested this item to be brought back for discussion.</li> </ul> <p>No public comments.</p>
	<p>c) Student Affairs Action Plan  <a href="#">LINK</a></p>	<ul style="list-style-type: none"> <li>• Dr. Cooper Wilkins shared the Student Affairs Action Plan update and thanked everyone who helped to inform the work that the Student Affairs division is doing on the 5-year Action plan.</li> <li>• The purpose of the plan is to 1. strengthen the division by establishing future directions and accountability and supporting employee success; 2. Rethink and improve student success, especially by incorporating student voice; 3. Enhance student success and close equity gap; 4. Align planning efforts with institutional efforts including the Educational Master Plan, Accreditation, Student Equity and Achievement Plan; 5. Engage in annual planning and evaluation.</li> <li>• Priorities as outlined in the plan are student success and equity, campus partnerships, student affairs structure and stability, community partnerships, and employee recognition and talent development. Dr. Cooper Wilkins thanked everyone who helped lead the discussions about priorities areas, including Wendy Miller and Kristin Charles.</li> <li>• The detailed plan is available in the link provided. The highlights of the major goals and objectives</li> </ul>

		<p>include establishing new and enhancing existing programs and initiatives that improve access, retention, and completion; establishing new and enhancing existing services that support health, wellness, and safety; and most importantly improving communication and transparency. A recent external review highlighted importance of communication.</p> <ul style="list-style-type: none"><li>• None of the work in the Student Affairs gets done in isolation, and campus partnerships and opportunities to collaborate are vital to continue improve how we deliver our services.</li><li>• Some major work has been done around thinking about the current Student Affairs structure. An external review has given some important insights on things which need to be worked on starting this summer.</li><li>• There are many ways to engage community partners across the college, and Student Affairs will continue to elevate these partnerships.</li><li>• Improvement in the areas of employee recognition and talent development across the entire division will be made.</li><li>• During constituent group sessions many brought up the need for experiential learning opportunities, particularly work-study positions and internships, etc.</li><li>• Student Affairs Divisions wants to utilize time in the summer to continue working on the plan and getting participatory feedback.</li><li>• Dr. Cooper Wilkins thanked the entire division and especially the leadership in the division.</li></ul> <p>No public comments.</p>
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11	Standing Committee Reports	
	a) <a href="#">Budget Committee Report</a>	<p>Dave Vigo wished happy retirement to Wendy Miller and Jill Yee and shared the following updates:</p> <ul style="list-style-type: none"> <li>• Budget Committee already collected \$158 million in revenue, which is 85% of the adopted budget. We anticipate to collect \$186 million at the end of the fiscal year, which is over a million from the adopted budget.</li> <li>• Local revenues increased from last month due to the fact that sales tax has started to pick up.</li> <li>• Expenditures – the total certificate expenditures are consistent with the sum of \$6 million dollars every month. Classified salaries are consistently declining with the exception of over a million dollars bump in April. Benefits are consistent between \$3.8 to 4.4 million. Supplies budget is anticipated to have a surplus of around \$350000, and the savings of 3 million will be used to fill in for other budget line items that are in deficit, especially for salary items.</li> <li>• The budger for Equipment has a small deficit of \$12000.</li> <li>• Overall, we are at 82% of spending as of April 30, and we are projected to have a deficit of \$1.3 million dollars which is better than what was reported last March (\$2.8 million)</li> <li>• The tentative budget for 2023 is being completed for the Board review in June, at which point the budget will make incremental changes based on the revise. The graph will be completed by the end of the month. Future budget schedule will be discussed at the next PGC budget committee meeting.</li> </ul>

		No public comments.
	b) <a href="#">Accreditation Steering Committee Report</a>	Kristin Charles was not able to join because of the conflicting schedule with the Board of Trustees meeting. The update is available on the PGC website.
12	Future Agenda Item	Discussion on Revising College's Mission Statement, Discussion on creating a PGC calendar (to be discussed at the next August meeting).
13	Adjournment	5:45 PM



**PGC Meeting  
Summary of Actions Taken on May 19, 2022**

<b>Agenda Item</b>	<b>Action Taken</b>
R2C Update	Discussion only, no action taken.
Academic Senate Resolutions <ul style="list-style-type: none"> <li>• Resolution to Honor Student Voice</li> <li>• Discussion of Revising College's Mission Statement</li> </ul>	<ul style="list-style-type: none"> <li>• PGC moved to recommend the endorsement of the Student Voice resolution</li> <li>• Revising College's Mission Statement is an information item only. The item will be brought back for future discussions and will be shared with the constituency groups.</li> </ul>
Student Affairs Action Plan	Information item only
Budget Committee Report	Information item only
Accreditation Steering Committee Report	Information item only

**Unfinished Business:**

<b>Agenda Item</b>	<b>Action Taken</b>
<ul style="list-style-type: none"> <li>• To continue discussion on public comments</li> <li>• To continue discussion about 2022-2023 Schedule of Meetings</li> <li>• To continue discussion of Revising College's Mission Statement</li> </ul>	To table this item and bring to the August 18 meeting