

**SAN DIEGO CONTINUING EDUCATION
EXECUTIVE GOVERNANCE COUNCIL**

San Diego Continuing Education Commits to student success and community enrichment by providing accessible, equitable, and innovative quality education and support services to diverse adult learners in pursuit of lifelong learning, training, career advancement and pathways to college.

June 9, 2021

1:00 PM

Via Zoom

**Star Rivera-Lacey on Behalf of
Carlos Turner Cortez, Chair**

Call to Order: 1:00PM

Members Present:

1. Carlos Turner Cortez, SDCCE President
2. Anthony Vargas on behalf of Jacqueline Sabanos, Vice President Administrative Services
3. Andrei Lucas on behalf of Michelle Fischthal, Vice President Instructional Services
4. Star Rivera Lacey, Vice President Student Services
5. Andrei Lucas, Dean, Automotive, Skilled and Technical Trades
6. Neill Kovrig, President, Classified Senate
7. Ed Madrid, Vice President, Classified Senate
8. John Bromma, President, Academic Senate
9. Matthew Rivaldi, Vice President, Academic Senate
10. Rachel Rose, Chair of Chairs, Academic Senate
11. Mitza Lindsey, Secretary Treasurer, Classified Senate
12. Danielle Ninness, Member at Large, Classified Senate

Members Absent: Richard Weinroth, Academic Senate, Past President; Olivia Flores, Academic Senate Treasurer

Guests: Laurie Coskey, Ex. Director, SDCEF, Jessica Luedtke, Dean PRIE, Aaron Iffland, Faculty, Timothy Pawlak, Faculty; Maureen Rubalcaba, Dean of Student Equity; Stephanie Lewis, Dean of College and Career Transition; Cassandra Storey, Dean of Healthcare Careers and Community Education; Andrei Lucas, Dean of Automotive, Skilled and Technical Trades; Anthony Vargas, Business Services Manager

Approval of Agenda

Approved as Amended, MSP: Neill Kovrig, Approved. John Bromma, Seconded.
Abstentions: None

Approval of 5/26 Meeting Minutes

Approved, MSP: No record of approval. Should bring up at next EGC meeting.
Abstentions:

Approval of 4/28 Meeting Minutes

Approved, MSP: Neill Kovrig, Approved. Mitza Lindsey, Seconded.
Abstentions:

Presentations

- Gateway to Success: Learning Communities Aligned for Students Success by Maureen Rubalcaba, Dean of Student Equity; Stephanie Lewis, Dean of College and Career Transition.
- Health Unit Coordinator by Cassandra Storey, Dean of Healthcare Careers and Community Education.
- VESL for Health Careers, New Certificate Programs in Grammar, Conversation Reading, and Pronunciation by Jan Jarrell, Dean of ESL and Citizenship Program.

Academic Senate Update

Academic Senate update by John Bromma, Academic Senate President

- We met yesterday for our last meeting of the year and passed a resolution supporting our involvement with the CVC OEI consortium.
- In addition, we also passed two motions in support of the Microsoft Office software be available to all of our adjuncts, so they can do their work.
- The second motion is we would like the adjunct faculty to have Adobe Acrobat Pro, and then as needed the Creative Suite and snag it among other software. My understanding is that these issues are being debated at the District level, but the Continuing Education Senate wanted to show their support and approve both motions for the software.
- We as Senate are adjourned until September.
- This will be Matthew Rivaldi's last Executive Governance Council as he will not be here next year.

Matthew Rivaldi, Academic Senate Vice President:

- Motion: SDCCE Academic Senate recommends providing Adjunct faculty equal access to download and install MS Office software on computers.
- Motion: SDCCE Academic Senate recommends providing to all faculty access to Adobe Acrobat Pro; and, on an as needed basis, access to Adobe Creative Suite, Camtasia, and Snag-It.

Classified Senate Update

Classified Senate update by Neill Kovrig, Classified Senate President

- Classified Senate will not be meeting again until next week. We are in the process of conducting elections at this time. There are two contested seats as of this moment; the vice president and an open senate seats. Nomination period closes today. The actual election itself will be held over the course of the next couple of days, and we will install those individuals who are elected at the meeting on Tuesday, June 15th.
- All other Senators and senate seats are being bound over. They are staying onboard.

Student Report

Student Report update by Vinzent Balaoing, Student Representative

- The ASB has been posting a lot of observations regarding the Gay Pride month as well as Juneteenth. We have also been looking at food resources information to post on our social media; we are on Facebook, our website, Instagram. We have plan to be posting information in TikTok when we are back on campus.
- Our last meeting will be this Friday, so we will watch a movie with our students.
- Students are excited about returning to campus in fall semester.

Board of Trustees

BOT Update by Anthony Vargas on behalf of Jackie Sabanos, Vice President Administrative Services

- The 10 years Master Plan is current in process. The architects have made some campus visits on June 1st and 2nd. Any ideas regarding the 10 years Master Plan can be sent to Vice President Sabanos or the architects.

Accreditation

Accreditation update by Andrei Lucas on behalf of Michelle Fischthal, VPI and Jessica Luedtke, Dean PRIE

- Not many updates. Accreditation newsletter will be going out today or tomorrow.
- We have completed the annual update to the Accreditation Action Plan, which is a subset of our Institutional Strategic Plan. The updated action plan will be shared at the same time as the Institutional Strategic Plan and the Annual Integrated Planning updates.

Enrollment Management

Enrollment Management update by Andrei Lucas on behalf of Michelle Fischthal, Vice President Instructional Services

- Summer registration is fairly strong for classes beginning the first week of the semester.
- ESL has support session scheduled to get students enrolled.
- Automotive, Skilled and Technique Trades are reviewing enrollment and working with marketing and outreach to see if classes can be filled. Low enrolled classes will be consolidated and canceled before the start of the term.
- Fall schedule is still being built with many moving parts to take in consideration.

- There will be a single CRN used which include Hybrid and High Flex courses.
- The mentoring team is working on supporting structure for High Flex classes.
- IT Director toured a few of our campus classes to evaluate technology needs for High Flex and bandwidth needs. The plan was to ensure we are ready by fall.
- Privacy is a big concern as we are going to be installing many cameras on campus. The IT Director was mentioning that the cameras will be strategically positioned, so that it only shows the back of students' head.

ASB

Update by Star Rivera-Lacey, Vice President, Student Services

Access, Retention, and Completion Committee

Update by Star Rivera-Lacey, Vice President, Student Services

- Access, Retention, and Completion Committee had our last meeting in May. Currently working with a Retention consultant to develop a retention model. Currently meeting with various departments. A report should be ready by July 15th.

Budget Committee

Update by Anthony Vargas on behalf of Jackie Sabanos, Vice President of Administrative Services

- No new updates

Safety and Facilities Committee

Update by Anthony Vargas on behalf of Jackie Sabanos, Vice President of Administrative Services

- No new updates

Technology Committee

Update by Anthony Vargas on behalf of Jackie Sabanos, VPA

- New IT director, Peter Maharaja toured four CE campuses on June 3rd. His first order of business Peter completed in his new position was patches and updates to the email system.
- There were some ideas discussed regarding improving technology in some of the classrooms during Peter's tour.

SDCE Foundation

Update by Neill Kovrig on behalf of Laurie Coskey, Executive Director SDCEF

- Next Foundation Board meeting will be next Wednesday, June 16th at 9:00AM. There will be some changes in the Foundation officers, which will take place in July meeting.
- Foundation Board is undertaking a comprehensive board evaluation much of our own District Governing Board does. Folks in this meeting may be receiving a copy of the survey instrument, so that we can assess the Foundation's position within the community and how it been functioning over the course of the last couple of years.
- Next Historic Preservation Committee will be held in person at ECC on July 19th.

Professional Development Committee

Professional Development Committee update by Jessica Luedtke, Dean, PRIE

- No updates; the Committee has not met.

Annual Integrated Planning

Update by Jessica Luedtke, Dean PRIE

- Dean Luedtke showed where to find the updated Accreditation action plan. Institutional strategic plan will be updated next year. All action plans can be located in the Accreditation Reports on the website.
 - SDCCE.edu > Organization > Institutional Effectiveness > Accreditation > Reports.
- We have some updates that were done in fall to add 10 new action steps because 10 action steps have been completed.
- Looking to our Institutional Strategic Plan overview, the action steps under Institutional Goal 1 is where we focus on indicating progress because they are projects and activities that lead to different objectives. Each is

marked as either complete, in progress, ongoing (they are ongoing, but being completed annually), or deferred. We currently have 41 completed, 29 ongoing, and 19 in progress.

Integrated Planning

Update by Jessica Luedtke, Dean PRIE

- Updated on Accreditation Action Plan

Action Items: No action items.

Informational Items:

Special Projects

Update by Star Rivera-Lacey, Vice President Student Services

- Vice President Rivera-Lacey expressed appreciation for the help received with the Commencement.
- The distribution of next round of HEERF Funding will be in Summer, Fall, and Spring of next year. A \$400 distribution will be in the Summer, Fall, and Spring with the help from the District.
- Esther Matthew officially announced her retirement, so we are currently putting a group together for a hiring committee to get our new Dean of Counseling. Edith Quintero will be acting Dean.

Upcoming Important Dates

Update by Andrei Lucas on behalf of Michelle Fischthal VPI

-

Round Table

- Discussing Commencement
- Planning Researchers Institutional Effectiveness Office just sent out our newsletter

Meeting Adjourned: 2:27PM