

**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.

September 8, 2021

2:00 PM

Via Zoom

Kay Faulconer Boger, Chair

Call to Order: 2:01 p.m.

Members Present:

1. Kay Faulconer Boger, SDCCE President
2. Jacqueline Sabanos, Vice President Administrative Services
3. Michelle Fischthal, Vice President Instructional Services
4. Shakerra Carter, Acting Vice President Student Services
5. Andrei Lucas, Dean, Automotive, Skilled and Technical Trades
6. Neill Kovrig, President, Classified Senate
7. John Bromma, President, Academic Senate
8. Diana Vera-Alba, Vice President, Academic Senate
9. Rachel Rose, Chair of Chairs, Academic Senate
10. Mitza Lindsey, Secretary Treasurer, Classified Senate
11. Danielle Ninness, Member-at-Large, Classified Senate

Members Absent:

Guests: Jessica Luedtke, Dean PRIE; Andrei Lucas, Dean of Automotive, Skilled and Technical Trades; Vinzent Balaoing, ASB President; Kelly Henwood, Special Projects Manager

Approval of Agenda

Approved, MSP: Rachel Rose, Approved. Mitza Lindsey, Seconded.
Abstentions: None

Approval of 6/9/21 Meeting Minutes

Approved as Amended, MSP: Neill Kovrig. John Bromma, 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

- No update, Academic Senate has not met since last EGC Meeting.

Classified Senate Update

Classified Senate update by Neill Kovrig, Classified Senate President

- Classified Senate has continued to meet through the summer. Most of the issues they have discussed are related to the reopening. The next meeting is scheduled for September 21, and they will be discussing professional development, and ensuring that Classified Professionals maintain access to professional development as the College reopens.
- Kelly Henwood and Neill shared that they had discussed sharing the classified professional development plan in their CAEP Annual Plan. The Senate was able to provide funds for one person in the automotive department to attain certifications they needed in their program, and they hope to be able to access CAEP funds in the future.

Student Report

Student Report update by Vinzent Balaoing, Student Representative

- Vinzent shared that students are excited to be back in their classes, and on campus. They hope to continue to be able to remain on campus.

Reopening

Reopening update by Jackie Sabanos, Vice President Administrative Services, with Remarks from President Boger

- President Boger shared that she visited all of the campus and has been impressed by the excitement she has seen from students, classified professionals, and faculty members. She asked everyone that as we reopen, to please keep in mind that we are here to ensure that as many students as possible can take advantage of the services we offer. Reopening is a process, and we will have to continue to plan, implement, and reevaluate, as needed, and as conditions continue to change.
- Vice President Sabanos began by communicating our guiding principles with the council: 1) The health and safety of our employees; 2) Returning to services in a safe way; 3) Minimizing the impacts to our current students. This is an evolving plan, and the input of the campus community is appreciated.
- The team has been working to coordinate on-site work schedules, to limit the number of people in shared workspaces, and to maximize physical distance among on-site employees.
- We will continue with our phased-in return to on-site activities. Employees can be required to work on-site up to two days per week, with the exception of essential employees in positions necessary to support on-site and ongoing instruction, perform essential onsite functions. Employees that have been required to work onsite throughout Pandemic, due to the nature of their work, will continue to do so as scheduled. This will not increase to four days per week on September 7 or full-time on September 20 as originally planned.
- Options are being explored to as the Reopening group continues to plan, and everyone's support is needed to meet the operational needs to support students.
- CS President Neill Kovrig shared that concerns and uncertainty has built among classified professionals because of a lack of direct communication and flexible options. There should be more communication, especially in regard to making decisions at the institutional level.
- President Boger reaffirmed her commitment to ensuring that input is received from everyone at all seven campuses as plans continue to progress.
- John Bromma shared that many of the same concerns are shared by the faculty. We should strive to have ongoing dialogue and direct communication about issues surrounding reopening.
- President Boger reinforced that she will continue to be open to hearing ideas, and asked the senate presidents to convey to their constituents that we are here to work this out together and serve our students, and that we will continue to have dialogue.

Board of Trustees

BOT Update by Jackie Sabanos, Vice President Administrative Services

- We do not have any items coming up, and VP Sabanos encouraged the Council to attend the upcoming Board Meeting, where Vice Chancellor Dowd will be presenting the SDCCD's 2021-2022 Budget.

Budget Committee

Update by Jackie Sabanos, Vice President of Administrative Services

- No new updates

Safety and Facilities Committee

Update by Jackie Sabanos, Vice President of Administrative Services

- The Facilities Master Plan Committee has been meeting with different groups, and they will be doing a campus-by-campus meeting to discuss an overview of the input they have received, to give the College an idea of how the Master Plan is coming together.

Technology Committee

Update by Jackie Sabanos, Vice President of Administrative Services

- No New Updates

Professional Development Committee

Professional Development Committee update by Jessica Luedtke, Dean, PRIE

- No updates; the Committee has not met.

Presenting Institutional Strategic Goals and Objectives

Update by Jessica Luedtke, Dean, PRIE

- Dean Luedtke shared updates about the Institutional Strategic Master Plan, and the Institutional Strategic Plan
- PRIE conducted surveys among constituency groups to determine strengths, challenges, opportunities, and risks. They also conducted student and community needs surveys. Using the data gathered, PRIE has been able to identify themes which are becoming our goals, and more detailed directions that are shaping into our objectives.
- PIE has reviewed data, identified strategies and gaps, and developed more refined goals and objectives.
- Dean Luedtke communicated that PIE and EGC will now have the opportunity to share a draft of institutional goals and objectives with constituents to gather institution-wide input by September 20, review by EPC on September 20, and approval by EGC on September 22.

Accreditation

Accreditation update by Michelle Fischthal, VPI and Jessica Luedtke, Dean PRIE

- First meeting is at the beginning of October. Meetings are now every other month, leading into the beginning of work on the Self-Study next year.
- A bilingual (English/Spanish) accreditation survey be coming out from the District for students and employees.

Enrollment Management

Enrollment Management update by Michelle Fischthal, Vice President Instructional Services

- Most of the current schedule (hybrid/hyflex) is run under the Distance Education accounting method which is census-based, versus positive attendance for on-campus classes.
- Enrollment is at 81% for classes that begin in September, although many classes have been combined or cut, and we are at 73% in terms of the full semester.
- Faculty, Classified professionals, and administrators have all been working together to reach students via text messaging, e-mails, phone calls, and social media to bring students back

ASB

Update by Shakerra Carter, Acting Vice President, Student Services

- First advisors meeting will be on September 23. Six of seven advisors will be returning to their roles, and recruitment will begin to identify a representative for North City Campus.

Access, Retention, and Completion Committee

Update by Shakerra Carter, Acting Vice President, Student Services

- Meetings for Access, Retention, and Completion Committee will resume on September 23.

SDCE Foundation

Update by President Boger on behalf of Laurie Coskey, Executive Director SDCEF

- \$35 Million Grant to renovate ECC Theater
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Action Items: No action items.

Informational Items:

Update by Shakerra Carter, Acting Vice President Student Services

- 30 SDCCE students transitioned to college through the San Diego Promise (Approximately 10 from Immigrant support program)
- 14 students are continuing to year two in San Diego Promise program
- Rising to Success Equity Centers – In the process of reorganizing them due to funding. Looking into repurposing some of these spaces into SDCCEats mini hubs, and one for a Dreamer center. More info to come later in the semester.

Special Projects

No Update

- No new updates

Upcoming Important Dates

Update by President Boger

- No new updates

Round Table

- VP Sabanos to request update from solar contractor regarding parking

Meeting Adjourned: 3:03 p.m.