

**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 22, 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. Esther Anthony-Thomas, Vice President, Classified Senate
8. John Bromma, President, Academic Senate
9. Diana Vera-Alba, 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:

Guests: Jessica Luedtke, Dean PRIE; Vinzent Balaoing, ASB President; Kelly Henwood, Special Projects Manager; Jessica Varnado-Swall; Laurie Coskey, Executive Director, SDCCE Foundation

Approval of Agenda

Approved, MSP: Michelle Fischthal, Approved.

Abstentions: None

Approval of 9/8/21 Meeting Minutes

Approved as Amended, MSP: Neill Kovrig.

Abstentions:

Presentations

- No Presentations

Academic Senate Update

Academic Senate update by John Bromma, Academic Senate President

- Met on 9/21 for first Academic Senate Meeting of the Year
- Read the Motion on Hyflex that was passed by Academic Senate
- AS is working with Jessica Luedtke to craft additional language for the Strategic Plan
- The Academic Senate is continuing to amend and streamline language in their constitution, since it has not been done in over 15 years. They are working to on how to determine voting delegates and representation among programs

Classified Senate Update

Classified Senate update by Neill Kovrig, Classified Senate President

- Classified Senate met yesterday (9/21) as part of its regular meeting cycle and had a lengthy discussion, including Laurie Cozzolino, regarding the Classified Professional Development Subcommittee that was approved last year, They will be soliciting feedback and participants from the Senate and the general Classified Professional population to serve on the subcommittee and help to plan for STAR Conference in March 2022.
- The Classified Senate wants to be sure to include Classified Management in the planning process for professional development offerings, to be sure that they receive as much consideration as possible with regard to both the STAR conference and ongoing professional development offerings.
- CS spoke about the return to onsite activities, and discussed potentially conducting a survey to gather input on observations and recommendations that they could submit anonymously
- Discussed the Institutional Goals and Objectives, with no changes, and with hope that as the objectives and planning continue, we can address the frequent disconnect between programs and Classified Professionals
- Announced the possibility of a video series to spotlight Classified Professionals and reconnect folks in a community setting
- Esther Anthony-Thomas added that there is a need for a more collaborative approach and some confirming of procedures to solidify our roles and work in unison

Student Report

Student Report update by Vinzent Balaoing, Student Representative

- Vinzent shared that students are getting ready for elections, and they have asked him to return as President. Students who are back on campus are engaged in their classes

Reopening

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

- Vice President Sabanos shared the case rate in San Diego is declining, and the Labor Day spike that people were anticipating has not surfaced
- Reopening is focused on returning services in a safe way for both students and employees.
- Announced that a Biocept testing site is now open at ECC on Tuesdays from 10:00 a.m. to 6:00 p.m., and we are still serving as a vaccination site.
- Reopening Ad Hoc meetings are moving to a biweekly schedule as the semester starts back up and governance meetings start to take place
- Asked everyone to keep an eye on the weekly President's message, as it will include information about reopening.
- VP Sabanos thanked everyone for their flexibility, including those who have agreed to work at other campuses, to address the needs of our students

Board of Trustees

BOT Update by Jackie Sabanos, Vice President Administrative Services

- No agenda items

Budget Committee

Update by Jackie Sabanos, Vice President of Administrative Services

- First meeting of the semester was on September 7, where the committee went over this year's budget, committee membership, and goals for the year.

Safety and Facilities Committee

Update by Jackie Sabanos, Vice President of Administrative Services

- The committee has not met yet, but the architects have met with everyone and are currently holding workshops to gather feedback
- Neill complimented VP Sabanos and the architects who have listened and developed a preliminary plan that reflects the SDCCE community and the responses they have provided throughout the process

Technology Committee

Update by Jackie Sabanos, Vice President of Administrative Services

- The committee met last week to have a general overview of the membership, goals for the year, and the technology that the faculty is working with, including some of the challenges they are currently having.
- VP Sabanos is meeting with the IT Director to discuss the need for additional IT support, and the needs brought forward by the Academic Senate's Hyflex motion.
- Worked with IT to troubleshoot connectivity issues and upgrade systems and wireless systems

Professional Development Committee

Professional Development Committee update by Jessica Luedtke, Dean, PRIE

- The committee met last week and reviewed/discussed the institutional objectives. They also spent time on redeveloping PDC priorities, likely to include technology and DEI.

Presenting Institutional Strategic Goals and Objectives

Update by Jessica Luedtke, Dean, PRIE

- Received good feedback from the Academic and Classified Senates. The goals have been further refined.
- Dean Luedtke shared the Institutional Goals and Objectives that will be moved forward as the final version.
- Rachel Rose complimented the PRIE team on their openness to getting information and listening to the feedback from the Academic Senate.

Accreditation

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

- No new updates

Enrollment Management

Enrollment Management update by Michelle Fischthal, Vice President Instructional Services

- In terms of fall, the District's report shows that we are at 73% filled for the semester. We still have some short-term and late-term courses starting at various campuses, and we will continue to try to increase the number of classes based on demand.
- Deans and faculty leadership are engaged in conversations about spring. There are a number of considerations based on instructional and operational perspectives. We are finding a lower vaccination rate among ESL students, which will affect how many classes we can open for spring. Instructional Services is looking at different data points to help inform what the scheduling for spring should look like. The intent of the programming is student-centered, such that we are not only meeting the needs of our community, but looking at ways to engage with our community.
- There is a phased approach to developing the schedule. Phase two this semester was bringing back hard-to-convert classes, and phase three will be bringing back additional classes so that we are supporting our community.

ASB

Update by Shakerra Carter, Acting Vice President, Student Services

- First ASB advisors will be meeting tomorrow for the first time this semester. They are looking forward to working with students to facilitate elections, and bringing student leadership back to help promote our student vaccination incentive program, develop welcome week activities, and bring energy and awareness to our student body.

Access, Retention, and Completion Committee

Update by Shakerra Carter, Acting Vice President, Student Services

- VP Carter shared her report with VP Fischthal who added that the ARC committee will be meeting tomorrow and will be helping to develop the new enrollment management plan, which is part of the new strategic plan.

SDCE Foundation

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

- The Foundation is implementing several programs for which they are hiring new staff.
- SDCEF has two grants by the City of San Diego, but they have not completed the contracts. One of the programs is to help give out 650 computers and Wi-Fi hotspots to our students. The other is to add into our Gateway program a pathway for high school completion
- WIOA Program for immigrants, refugees, and English learners is almost fully staffed, and Victor Gonzalez is now the lead on that program.
- Apprenticeship Readiness Program is in its third cohort which began on September 7, and partnerships have been created with organizations including Clark Construction, the City of San Diego Pure Water Project, and the San Diego Airport project. The populations being served are those who have traditionally been left out of the building trades.

Action Items: No action items.

Informational Items:

Update by Shakerra Carter, Acting Vice President Student Services

- SDCCE was recertified with the San Diego Food Bank through the work of Dean Rubalcaba. We have continued to collaborate with JRMCA on a monthly food distribution, but we look forward to being able to continue SDCEats in the fall semester or early spring.

Special Projects

Update by President Boger

- October 1 Press Conference on \$35 million grant for renovation of ECC Theatre
- Working with SDSU on developing a microsite partnership
- Kelly Henwood, with the help of others, submitted an application for a \$75,000 grant from Lumina

Upcoming Important Dates

Update by President Boger

- President’s Fall Forum scheduled for October 29
- Holiday Reception scheduled for December 6 at Marina Village

Round Table

- No comments

Meeting Adjourned: 2:58 p.m.