

**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.

October 13, 2021

2:00 PM

Via Zoom

Jacqueline Sabanos (for Kay Faulconer Boger), Chair

Call to Order: 2:01 p.m.

Members Present:

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

Members Absent: Kay Faulconer Boger, SDCCE President; Shakerra Carter, Acting Vice President Student Services

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

Approval of Agenda

Approved, MSP: Neill Kovrig. Mitza Lindsey, Seconded.
Abstentions: None

Approval of 9/22/21 Meeting Minutes

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

Presentations

- No Presentations

Academic Senate Update

Academic Senate update by John Bromma, Academic Senate President

- AS has not met since last EGC. John Bromma thanked leadership for responding to their motion. He will be sharing the response with the Academic Senate at their next meeting.
- The Academic Senate continues to their internal constitutional reform, while also working the DE and Technology committees in preparation for Spring.

Classified Senate Update

Classified Senate update by Neill Kovrig, Classified Senate President

- Classified Senate has not met since the last EGC meeting. They will be meeting this upcoming Tuesday, where Professional Development will be a high priority. Laurie Cozzolino is in the process of forming the Classified Professional Development Subcommittee which will largely do much of the work and planning for the STAR

Conference this coming Spring. A survey was conducted by the statewide classified senate regarding diversity, equity, and inclusion, seeking input on those topics from classified professionals.

- Classified Senate continues to fill vacancies for classified professionals on various committees.
- The four college's Classified Senate Presidents had the opportunity to meet Chancellor Cortez for lunch, which will become a regular occurrence.

Student Report

Student Report update by Vinzent Balaoing, Student Representative

- Vinzent shared that students are on campus and online, but look forward to being fully back on campus. They continue to prepare for ASB elections.

Reopening

Reopening update by Jackie Sabanos, Vice President Administrative Services

- Preliminary planning is being done for spring.
- Beginning November 1, employees will be working on campus, three days per week.
- VP Sabanos asked everyone to review the e-mail sent by Vice Chancellor Smith, regarding deadlines for vaccinations
- The vaccination clinic will continue until the County decides that it is no longer benefiting the community.

Board of Trustees

BOT Update by Jackie Sabanos, Vice President Administrative Services

- No items going to the Board

Budget Committee

Update by Jackie Sabanos, Vice President of Administrative Services

- No new updates
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Safety and Facilities Committee

Update by Jackie Sabanos, Vice President of Administrative Services

- The Committee met and discussed the Facilities Master plan, and they have received positive feedback from all constituencies. The consultant will be taking all of that feedback and incorporating it into the next draft of the plan.

Technology Committee

Update by Jackie Sabanos, Vice President of Administrative Services

- The committee has not met since the last EGC meeting, although VP Sabanos updated EGC, letting them know that Vector USA was on campus at ECC and Mid-City to begin work on mapping wireless coverage, helping us determine where coverage as needed as we move forward to upgrade technology at all of our campuses.
- The campus is waiting for final equipment for hyflex technology, and they will begin having status meetings in the next couple of weeks. VP Sabanos will be providing updates to the Academic Senate and the Distance Education Committee.
- Additional OWL cameras and iPads were ordered for the IAs in the current backup plan for hyflex teaching.

Professional Development Committee

Professional Development Committee update by Jessica Luedtke, Dean, PRIE

- The PDC met and has been discussing their priorities for the year, and updating their priorities document. Technology will be key, along with their DEI work.
- They had a roundtable of report outs from the various professional development efforts that have been occurring throughout the institution.
- It often

Integrated Planning and Resource Allocation

Update by Jessica Luedtke, Dean, PRIE

- Dean Luedtke encouraged all to attend the ongoing trainings for Strategic Planning.
- This year, emphasis is placed on how to close out old strategic plans and set up new plans, including carrying over goals. There will also be one or two special sessions focused on collaboration.
- It often takes more than one program to meet a goal, so communication and collaboration are key.
- Dean Luedtke shared documents with the Council, related to Resource Allocation, including a prioritization document, the timeline, and Resource Request Guidelines and FAQ.
- VP Fischthal encouraged everyone, as an institution to also focus on some of the short-term planning to ensure that we address how to navigate the next year, as we build back our CE community.

Accreditation

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

- They have reviewed the student and employee accreditation surveys that will be conducted by the District Office. The student survey is expected to go out around Thanksgiving, and the employee survey will be distributed just before the holiday break.

Enrollment Management

Enrollment Management update by Michelle Fischthal, Vice President Instructional Services

- Fall is moving along, and fill rates are slowly increasing as mid-term classes are being filled. VP Fischthal is hopeful that the spring schedule will be in the system by the next EGC meeting, so that she can talk about the distribution of what the schedule will look like. All programs will have classes back on campus to some degree.
- The Emeritus program has surveyed their students, and they will have quite a few of their programs back.

ASB

Update by Katie Serbian, (for Shakerra Carter, Acting Vice President, Student Services)

- Dean Serbian met with the ASB faculty advisors, and they are gearing up for ASB officer elections. They are trying to utilize some easy text messaging to students, as well as creating flyers that can be shared on Canvas. That information will be coming out October 25.

Access, Retention, and Completion Committee

Update by Katie Serbian, (for Shakerra Carter, Acting Vice President, Student Services)

- No new Updates

SDCE Foundation

Update by Laurie Coskey, Executive Director SDCEF

- After six months of negotiating, the City of San Diego has given us \$346,000 for digital literacy coordinators who will be giving out 650 computers and Wi-Fi hot spots to students in our program under Dean Maureen Rubalcaba.
- We have also received from the City a Case Manager, to help us get students who have not completed high school into a Gateway-like support program.
- She shared that Dean Rubalcaba is hoping to have an employee-funded turkey drive for students, and asked the group if they thought it was a good idea. Dean Serbian suggested adding tofurkey for students who do not eat meat. The group agreed that it was a good idea.
- Rachel Rose is helping create an orientation for temporary employees who are coming through the Foundation, to help them better understand the institution.

Action Items: No action items.

Informational Items:

Update by Katie Serbian, (for Shakerra Carter, Acting Vice President, Student Services)

- No new Updates

Special Projects

No Update

- Neill shared that the process of HEERF is very much still taking shape.

Upcoming Important Dates

Update by VP Sabanos (for President Boger)

- No new updates

Round Table

- Neill Kovrig is also joining a virtual IEPI visit to Glendale College, who is looking at decentralized Student Services, and is happy to represent SDCCE on this visit.

Meeting Adjourned: 2:52 p.m.