

**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.*

**November 10, 2021**

**2:00 PM**

**Via Zoom**

**Kay Faulconer Boger, Chair**

**Call to Order: 2:03 p.m.**

**Members Present:**

1. Kay Faulconer Boger, SDCCE President
2. Michelle Fischthal, Vice President Instructional Services
3. Shakerra Carter, Acting Vice President Student Services
4. Jacqueline Sabanos, Vice President Administrative 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

**Members Absent:** Mitza Lindsey, Secretary Treasurer, Classified Senate; Danielle Ninness, Member-at-Large, Classified Senate; Esther Anthony-Thomas, Vice President, Classified Senate

**Guests:** Vinzent Balaoing, ASB President; Kelly Henwood, Special Projects Manager; Jessica Varnado-Swall; Laurie Coskey, Executive Director, SDCCE Foundation; Carissa Oyedele, MRY Architects; Mario Violich, MRY Architects

**Approval of Agenda**

Approved, MSP: Rachel Rose; Jacqueline Sabanos, Seconded.  
Abstentions: None

**Approval of 10/27/21 Meeting Minutes**

Approved, MSP: Neill Kovrig, Michelle Fischthal, Seconded.  
Abstentions: None

**Presentations**

- MRY provided an Executive Overview of the SDCCE Facilities Master Plan

**Academic Senate Update**

Academic Senate update by John Bromma, Academic Senate President

- AS has not met since the last EGC Meeting, but the faculty is busy discussing and planning the full reopening in the spring. John attended the state plenary, where there was a lot of discussion about reopening, diversity, and about a resolution about the entire system defining and agreeing to the terms and definitions of hyflex.

**Classified Senate Update**

Classified Senate update by Neill Kovrig, Classified Senate President

- The Classified Senate has not met since the last EGC meeting, although they will be meeting next week and welcoming Vice President Carter to discuss updates and the possibility of starting the process of looking at Student Services staffing planning, and having the Classified Senate provide feedback to help move that process along. Classified professionals, in general, are getting more used to being on campus, and although there are

some concerns about how January may look, they realize that there is a lot of good work being done, and that things are getting better.

- Neill pointed out that the most recent Classified Spotlight video, featuring Tim Saylar was very well done, and Tim was very pleased that we were able to recognize him in the series.
- The Classified Professionals Professional Development has started looking at the STAR Conference, and at how the days will be structured.

### **Student Report**

Student Report update by Vinzent Balaoing, Student Representative

- Vinzent shared that students have completed ASB elections

### **Reopening**

Reopening update Jacqueline Sabanos, Vice President Administrative Services

- The case rate in San Diego is still very low, and most employees have returned to working onsite three days per week, as of November 1.
- At their September 23 meeting, the Board of Trustees approved a resolution directing the Chancellor to implement a COVID-19 vaccination requirement for all employees, students, and members of the public accessing onsite instruction and services throughout the District. Final doses of the vaccination, or medical/religious exemption paperwork, must be completed by December 1.
- The Board also authorized a District-wide closure on Wednesday, November 24.
- We will be working remotely on December 20-21.

### **Board of Trustees**

BOT update by Jacqueline Sabanos, Vice President Administrative Services

- SDCCE will be submitting items for the Navy Brig contract with the Foundation, and a Strong Workforce Initiative.

### **Budget Committee**

Update by Jacqueline Sabanos, Vice President Administrative Services

- The Budget Committee met on November 1 and discussed HEERF allocations, and how the HEERF dollars have been spent..

### **Safety and Facilities Committee**

Update by Jacqueline Sabanos, Vice President Administrative Services

- No new updates.

### **Technology Committee**

Update by Jacqueline Sabanos, Vice President Administrative Services

- No new updates.

### **Professional Development Committee**

Update by Jessica Luedtke, Dean, PRIE

- The PDC met earlier this week. Topics of discussion included reports from members who are working on projects such as a new website that provides no-cost resources that are valuable to students, faculty, and staff; the current Passport to Success which includes over 20 people; DEI-related Professional Development; and the updating of LGBTQ+ trainings by the SDCCD. The DEI Committee is also looking forward to supporting NCORE 2022 attendance.

### **Integrated Planning and Resource Allocation**

Update by Jessica Luedtke, Dean, PRIE

- Most of the units have submitted their Program Reviews, and Jesus will be sending out final strategies that were put into the Program Reviews, for units to use in their strategic plans. PRIE is wrapping up trainings for Strategic Planning, and they have put together a five-step process for planners.

## **Accreditation**

Update by Michelle Fischthal, VPI and Jessica Luedtke, Dean PRIE

- No new updates

## **Enrollment Management**

Update by Michelle Fischthal, Vice President Instructional Services

- There was an ad-hoc meeting, where hyflex terminology from the District was reviewed, and there was concern that it did not address the nuances for SDCCE. A meeting was called with the District Dean of DE, and a conversation will be had about updating the terminology.
- 23% of classes will be on campus, in some form (About six percent fully on campus, 11 percent hybrid, and about 6 percent hyflex). Instructional Services will be working with Student Services in terms of supporting the students who will be on campus.
- Instructional Services is being very intentional in terms of meeting the needs of the community and offering the classes that are needed. Deans are prepared to open additional sections if there is greater demand.

## **ASB**

Update by Shakerra Carter, Acting Vice President, Student Services

- Vice President Carter congratulated the ASB on a successful Dia de Los Muertos event, and thanked the Foundation for supporting the event.

## **Access, Retention, and Completion Committee**

Update by Shakerra Carter, Acting Vice President, Student Services; Michelle Fischthal, Vice President, Instructional Services

- VP Carter echoed what VP Fischthal mentioned in terms of enrollment. ARC has been deep in their role around enrollment planning. They have heard shared concerns about the need for a streamlined enrollment process and a strategic plan for building back enrollment.
- VPs Carter and Fischthal, along with managers, developed a joint statement that is going to include the scope of work for focus areas and will they hope that it will be heard as reflective of the guiding principles that they hope people are using in addressing their work.

## **SDCE Foundation**

Update by Laurie Coskey, Executive Director SDCEF

- Laurie Coskey communicated that there is a turkey shortage, and that they will be working with the San Diego Food Bank to provide holiday meals for students. She reminded the group to please encourage others to make a contribution via the QR code that was sent to the DL for CE.
- The foundation is making a program request to the Conrad Prebys Foundation, in hopes of eventually being able to make a capital request to support our students.
- Alyce Smith Cooper is writing a book about the San Diego College of Continuing Education. The first six chapters will be about ECC and its role in the Civil Rights movement during the 1970s-1980s. The hope is that it will be completed in the next few months.

**Action Items:** No action items.

## **Informational Items:**

Update by President Kay Faulconer Boger

- An Executive Overview of the Facilities Master Plan will be presented at the next meeting by MRY Architects.

## **Special Projects**

No Update

- No new updates

### **Student Services Updates**

- A new part of the enrollment process will be a requirement for students to upload their vaccination records. Conversations have been had with different groups around how we can do this in a way to best support our students, especially while trying to make the enrollment process more clear.
- Student Services is working with various community organizations to incentivize and create awareness about the vaccination.

### **Upcoming Important Dates**

Update by President Boger

- No new updates

### **Round Table**

- No new updates

Meeting Adjourned: 3:37 p.m.