

**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.*

**December 8, 2021**

**2:00 PM**

**Via Zoom**

**Kay Faulconer Boger, Chair**

**Call to Order: 2:02 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
10. Mitza Lindsey, Secretary Treasurer, Classified Senate
11. Esther Anthony-Thomas, Vice President, Classified Senate

**Members Absent:** Danielle Ninness, Member-at-Large, Classified Senate

**Guests:** Kelly Henwood, Special Projects Manager; Jessica Varnado-Swall; Laurie Coskey, Executive Director, SDCCE Foundation

**Approval of Agenda**

Approved, MSP: Mitza Lindsey; Michelle Fischthal, Seconded.  
Abstentions: None

**Approval of 11/10/21 Meeting Minutes**

Approved, MSP: Mitza Lindsey. Michelle Fischthal, Seconded.  
Abstentions: None

**Presentations**

- No Presentations

**Academic Senate Update**

Academic Senate update by John Bromma, Academic Senate President

- AS has not met since the last EGC Meeting, but the Executive Council met, and there has been lots of work going on related to Distance Education and the Distance Education Strategic Plan, and they plan to bring forward some resolutions to the body next month, and then to EGC.

**Classified Senate Update**

Classified Senate update by Neill Kovrig, Classified Senate President

- The Classified Senate met on November 16, where they welcomed Vice President Carter to talk about Student Services, campus reopening, and spring 2022 planning.

- Classified Senate will be adjourned for the month of December, and they will resume their regular schedule in January. There have been ongoing discussions on the Classified Professional Development STAR Conference.

### **Student Report**

Student Report update by Vinzent Balaoing, Student Representative

- No Student Report (Vinzent Balaoing was unable to join the meeting)

### **ASB**

ASB Update by by Vinzent Balaoing, Student Representative

- No Student Report (Vinzent Balaoing was unable to join the meeting)

### **Reopening**

Reopening update Jacqueline Sabanos, Vice President Administrative Services

- Still planning for a return to campus in January, although the District is remains cautious, watching the Omicron variant.
- The District is working on CLEARED4 for students, and may be using HCM for employee data related to any testing requirements that will be in place in January.
- Administrative Services is working on getting technology in the hands of everyone, to be prepared for the start of the spring semester.

### **Board of Trustees**

BOT update by Jacqueline Sabanos, Vice President Administrative Services

- Three items are going to the Board in December:
  - Miramar Brig – Acceptance of \$245,903 for small business essentials – basic baking and pastry, basic sewing, and plumbing
  - Acceptance of funds, in the amount of \$81,860, for strategies for cyber security regional strong workforce program
  - ESL and High School Diploma/Equivalency Faculty Positions (two of four positions allocated by the state)

### **Budget Committee**

Update by Jacqueline Sabanos, Vice President Administrative Services

- No new updates.

### **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

- Hyflex technology has been fully installed at Cesar Chavez, they are currently installing at Mid-City, and VP Sabanos is working on getting a training scheduled for faculty, along with further training sessions in January. They are also working on ordering additional scanners so that student vaccination cards can be scanned. Administrative Services is doing an inventory of the colleges OWL cameras, because there have been additional requests, so more may be ordered.

### **Professional Development Committee**

Update by Jessica Luedtke, Dean, PRIE

- No new updates.

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

Update by Jessica Luedtke, Dean, PRIE

- The deadlines for Resource Requests and Unit Strategic Plans have been extended.

- The contract faculty and counselors list from resource allocation has been sent to the Faculty Priority Hiring Committee, and they will be meeting next Monday, and revisions from requests should be completed and forwarded to Administrative Services.

### **Accreditation**

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

- With the input of the colleges, the District has created two accreditation surveys, one for employees and one for students. The survey will be very supportive of helping workgroups to identify areas to work on, or areas of improvement for the institution.
- The time is nearing to begin working on the accreditation self-study, so the committee has been talking about how they will structure and build out the criteria and focus groups.

### **Enrollment Management/Instructional Services**

Update by Michelle Fischthal, Vice President Instructional Services

- SDCCE is at about 70% fill rate for fall enrollment. The spring schedule is out there, and registration is occurring for open entry sections, the emeritus program, child development, and some other programs. At this point, there are about 5,000 registrants for the spring semester.
- The distribution of courses has not changed since it was last discussed, with approximately 23% being on campus in some form.
- The District DSPS department decided to build out an accessibility mentor program, and SDCCE will be incorporating it with the distance education mentor program.
- Many people have been presenting at conferences and informing people about work in noncredit, ensuring that people know about the things that are being done at the College of Continuing Education.

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

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

- The committee is continuing to work on the strategic enrollment management plan. During their last meeting, the committee finalized its scope of work and committee structure. They have shared that information with the co-leads of each of the task forces and have asked them to follow up with their membership to share the information and scope of work, and invite them to an orientation that Vice Presidents Carter and Fischthal will be leading on January 6. They will be bringing the task forces together to talk more about the charge of each task force.
- Information will be communicated to the institution about the work that is happening, inviting people to participate.

### **SDCE Foundation**

Update by Laurie Coskey, Executive Director SDCEF

- Laurie Coskey reminded EGC that the SDCCE Foundation only deals with the financial part of scholarships, and that all money collected for scholarships is given directly to students. She also shared information about establishing a scholarship in honor/memory of a loved one.
- The San Diego Food Bank was unable to provide turkeys for student, although the Foundation raised approximately \$1,600 and was able to give 55 students gift cards for their Thanksgiving meals.
- The Foundation is currently seeking grant opportunities, and invited anyone who knows of potential opportunities to please contact the Foundation.
- KRA currently has \$5 million in grant money that needs to be spent, and they will be partnering with SDCCE and picking up contract education courses that we currently teach at the Miramar and Pendleton brigs, and will be offering them nearby.

**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**

- SDCCE's outreach team is connecting with the community to let people know that we are back.
- Starting the first quarter of next year, there will be a special initiative out of the office of Student Services called "School the VPSS," where VP Carter will be visiting the various campuses and departments and hold listening sessions to learn about the work that is being done, and current challenges and opportunities. This initiative will help inform the Student Services strategic plan.

### **Upcoming Important Dates**

Update by President Boger

- Holiday Reception – December 15
- Institution Day – January 31

### **Round Table**

- President Boger informed EGC that SDCCE, along with Trustee Rhinerson, held a campus visit for Education Strategy Group. A group of 25 people from ESG heard presentations on noncredit to credit, and our relationships with San Diego Unified School District and San Diego Workforce Partnership.

Meeting Adjourned: 2:35 p.m.