

**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.*

**January 12, 2022**

**2:30 PM**

**Via Zoom**

**Kay Faulconer Boger, Chair**

**Call to Order: 2:32 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
12. Danielle Ninness, Member-at-Large, Classified Senate

**Members Absent:**

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

**Approval of Agenda**

Approved, MSP: Michelle Fischthal; Neill Kovrig, Seconded.

Abstentions: None

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

Approved, MSP: Andrei Lucas. 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. Faculty are having conversations about our reopening status, how we are shifting classes with current circumstances, and our ongoing needs for training and support.

**Classified Senate Update**

Classified Senate update by Neill Kovrig, Classified Senate President

- The Classified Senate met since the last EGC meeting. The next meeting is next Tuesday, and the senate will be discussing professional development and the STAR Conference. Neill expressed that he appreciates the ongoing discussions and communication that has come from administration regarding campus plans and reopening.

## **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

- As announced by Vice Chancellor Smith, remote work operations were extended through January 28 for most employees. Employees who are expected to work on site have been contacted by their supervisor.
- We are currently planning for a full return in March.
- VP Sabanos reminded the Council that ECC is still doing testing on Tuesdays from 2:00-6:00 p.m. in the B building, and testing is also available on different days at the other colleges.
- VP Fischthal shared that there a number of hybrid or hyflex classes that have been moved fully online since the beginning of January.
- Faculty are engaging with Deans to ensure that all students can actually access class online before it is approved to go online for the fall. Engagement with students will also be increased.
- Dean Luedtke added that they have been asked to reach out to students to determine their level of comfort with returning to campus. They are working with Student Services and the District to gather information from students.

## **Board of Trustees**

BOT update by Jacqueline Sabanos, Vice President Administrative Services

- No scheduled agenda items for upcoming Board meeting.

## **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

- The committee will be meeting on February 7, during which the Facilities Master Plan will be presented to the group. After approval, the plan will be presented to EGC for final campus approval, and then to the Board of Trustees.
- The Theater Renovation Committee met on January 7 to review multiple proposals from interested architectural firms. Six firms will be interviewed on January 24.

## **Technology Committee**

Update by Jacqueline Sabanos, Vice President Administrative Services

- Outdated computers in the front office at CE Mesa have been upgraded.
- Hyflex installation has been completed at Chavez and Mid-City campuses, and work is underway at ECC. Training for faculty occurred before the break at Mid-City, and is scheduled at ECC on January 24.
- Upgrades to the dark fiber network are underway, and we will be notified when work is completed.
- There are some supply chain issues related to the wireless network upgrade, and the current estimate for arrival of the equipment is at the end of February.

## **Professional Development Committee**

Update by Jessica Luedtke, Dean, PRIE

- The PD committee met earlier in the week and went through the general overview or explanation of the SDCCE Professional Development Committee's roles and responsibilities in supporting resource requests which will

come to them in February. They also reviewed procedures and an outline of what needs to be looked at, commented on, and returned to Administrative Services.

- PDC had a roundtable on the STAR Conference and Hyflex training.

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

Update by Jessica Luedtke, Dean, PRIE

- The PRIE Office connected with the Faculty Priority Hiring Committee, and they did their work on identifying different levels of high, medium, long-range need for further resource requests.
- All Strategic Plans and Infrastructure plans have been received. PRIE will send an email to program deans, to assist in the editing of their plans.

### **Accreditation**

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

- The committee has not met, although the District office is moving forward with surveys for employees and students. That information should be available this fall.
- Work will also begin on the timeline for the overall self-study process.

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

Update by Michelle Fischthal, Vice President Instructional Services

- Currently, our fill rate is at 47%, which is a little low. There are some concerns about filling spring classes, which is why we are doing many of these surveys and inquiries. However, we are up 7% from last week.
- ESL population and emeritus students need more hands-on support, and more ways are being explored to engage and help students register, whether classes are fully online, partially online, or fully on campus.
- There are currently at over 11,000 students registered (duplicated count – students enrolled in more than one class are counted multiple times).
- 24% of classes are now on campus in some form.

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

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

- Since the last meeting, the ARC Committee sponsored an orientation/kick-off of strategic enrollment management planning.
- Five task forces are being led by different people throughout the institution. The kick-off provided an opportunity to try to shift how we talk about moving forward and improving the institution around strategic enrollment management.
- This is also an opportunity to engage with one another, fully as an institution, to head in the same direction of change, explicitly to improve and remove barriers for students, faculty, and staff.
- Vice President Carter reported that the orientation was recorded, and it would be good to share it with EGC, as there were very powerful moments and much feedback that was collected through various tools. She will work with the President's Office to share this recording with the group.
- VP Fischthal added that they will be doing a mini-orientation for Institution Day.

### **Student Services Updates**

Update by Shakerra Carter, Acting Vice President, Student Services

- Student Services has been working hard to work with students on pre-enrollment/pre-registration activities. Although this has been made a challenge by campus closures, virtual opportunities are being created and virtual student services centers are being expanded on certain days.
- Student Services is working with Mid-City Campus on possible outdoor events to provide support for ESL students who need in-person support.
- The Vice Chancellor sent an e-mail notifying us that students who received religious exemptions will not be able to take in-person classes or receive in-person services, with the exception of those who are enrolled in certain cohort programs. 17 students who had applied for a religious exemption have been notified that they will need to upload vaccination records to continue the in-person classes in which they have enrolled.

- Scholarship applications are open. As of this meeting, 75 applications have been received, and applications will be open through January 31.

### **SDCE Foundation**

Update by Laurie Coskey, Executive Director, SDCCE Foundation

- Dr. Coskey reported that Chancellor Cortez brought forward the opportunity to apply for congressional earmarks, grants that could help fund certain projects for SDCCE.
- President Boger asked that projects with a cost of approximately one million dollars be submitted for consideration.

**Action Items:** No action items.

### **Informational Items:**

Update by President Kay Faulconer Boger

- No new items

### **Special Projects**

No Update

- No new updates

### **Upcoming Important Dates**

Update by President Boger

- Institution Day – January 31 (Being held virtually)

### **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: 3:18 p.m.