

**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 26, 2022

2:30 PM

Via Zoom

Kay Faulconer Boger, Chair

Call to Order: 2:33 p.m.

Members Present:

1. Kay Faulconer Boger, SDCCE President
2. Shakerra Carter, Acting Vice President Student Services
3. Jacqueline Sabanos, Vice President Administrative Services
4. Andrei Lucas, Dean, Automotive, Skilled and Technical Trades
5. Neill Kovrig, 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. Deborah Roth, Treasurer, 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: Michelle Fischthal, Vice President Instructional Services

Guests: Kelly Henwood, Special Projects Manager; Jessica Varnado-Swall;

Approval of Agenda

Approved, MSP: Andrei Lucas; Shakerra Carter, Seconded.

Abstentions: None

Approval of 1/12/22 Meeting Minutes

Approved, MSP: Diana Vera-Alba. John Bromma, Seconded.

Abstentions: None

Presentations

- No Presentations

Academic Senate Update

Academic Senate update by John Bromma, Academic Senate President

- The AS met last week. Faculty are trying to cope with changes and current closure. The Senate noted that there are no hyflex rooms at North City or CE Mesa. VP Sabanos explained that if we receive more funds, she will work with faculty to determine which rooms need technology.
- The election cycle for Academic Senate officers is beginning. The positions of Vice President and Secretary will be open, and they are hoping to have them in place by March.

Classified Senate Update

Classified Senate update by Neill Kovrig, Classified Senate President

- The Classified Senate met last week. The majority of the discussion was about CAEP, and included a presentation from Kelly Henwood and Diana Vera-Alba. They discussed ways that the Classified Senate can help to address Strategic Planning needs and undertake and access some of the programming and be a more active and participatory part of it.
- CS will meet again in February, where they will discuss the opening of the position of President of the senate. The elections will be taking place by the end of the semester.
- The STAR Conference is tentatively scheduled for March 28.

Student Report

Student Report update by Vinzent Balaoing, Student Representative

- Students are excited to return to classes for the Spring Semester.

ASB

ASB Update by by Vinzent Balaoing, Student Representative

- ASB meetings are in session on Fridays for ECC.
- ASB will be trying to record a documentary for Black History Month.

Reopening

Reopening update Jacqueline Sabanos, Vice President Administrative Services

- Case rates continue to drop in San Diego. Vice Chancellor Smith sent out two emails on January 11 and 19 regarding the District's remote operations and timeline. Per his latest e-mail, remote operations have been extended through February 18, with a full reopening in March.
- Testing is still occurring at ECC from 2:00-6:00 p.m.
- Administrative Services has been working to get required technology into classrooms before classes begin.
- SDCCE received 10,500 N95 masks from Cal OES, and additional masks have been distributed to the campuses.
- Supply chain issues have been a challenge. Artwork has been sent to the vendor for tents, and we should be receiving them very soon. They are also coordinating for the distribution of laptops.

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

- The committee has not met since the last EGC Meeting. Deborah Roth added that she and VP Sabanos will be getting together soon to coordinate the creation of the next agenda to get it out in advance, looking to get more faculty participation and get the information out sooner.

Safety and Facilities Committee

Update by Jacqueline Sabanos, Vice President Administrative Services

- The committee will be meeting on February 24, where the facilities master plan will be presented. It will then go to EGC before being presented to the Board of Trustees for approval.
- The theater renovation committee met and interviewed six firms, and they have selected a firm to renovate the ECC theater.

Technology Committee

Update by Jacqueline Sabanos, Vice President Administrative Services

- The technology committee will be meeting on February 17
- A phone pilot was conducted at ECC, allowing employees to take their handsets home and answer calls when students call the office. Many classified professionals expressed that students were happy to be able to speak with a live person. The pilot has now been expanded to West City and Cesar Chavez campuses.
- Hyflex installation has been completed at Mid-City and Chavez, as well as at many of the rooms at ECC, and training has been/is being provided. A guidebook has also been created for the use of the equipment.

- Wireless equipment has not all arrived yet, although we are looking forward to having wireless access points and wireless connectivity at all campuses, with an expected start date in late February.

Professional Development Committee

No Update (Jessica Luedtke, Dean, PRIE was unable to attend)

- No update

Integrated Planning and Resource Allocation

No Update (Jessica Luedtke, Dean, PRIE was unable to attend)

- No update

Accreditation

No Update (Michelle Fischthal, Vice President, Instructional Services and Jessica Luedtke, Dean, PRIE were unable to attend)

- No update

Enrollment Management/Instructional Services

Update by Dean Andrei Lucas for Michelle Fischthal, Vice President Instructional Services

- As of January 26, SDCCE is at 71% enrollment for the classes currently being offered for the spring semester.
- Dean Lucas commended faculty and staff for being flexible and adjusting to constant changes.
- Instruction is currently focused on enrollment and meeting the needs of our students.
- Outdoor registration is taking place for ESL. Deans are working to align enrollment activities with office staff schedules to ensure that there is support.

Access, Retention, and Completion Committee

Update by Shakerra Carter, Acting Vice President, Student Services; Michelle Fischthal, Vice President, Instructional Services was unable to attend

Student Services Updates

Update by Shakerra Carter, Acting Vice President, Student Services

- Student Services has been working on gathering information and sending out e-mails to all faculty with information about our student vaccination policy or exemption policy, the drop date for students who have failed to provide proof of vaccination, information about the cleared and uncleared list that faculty will be receiving to identify whether students are cleared to enter a classroom.
- Information is also being sent to faculty members about student notification protocols, so they know what happens when a student tests positive for COVID-19.
- An information session will also be hosted to answer any remaining questions from faculty.
- Senior Office Managers and the Outreach team are working to assist students with uploading vaccination records. The Outreach team is hosting a virtual open house to provide information about programs, and to also assist with uploading records.
- Student Services pulled a list of 970 students who had not yet submitted their vaccination records, and there has been an all-hands-on-deck effort to contact these students.

SDCE Foundation

No Update by Laurie Coskey, Executive Director, SDCCE Foundation

- No Update

Action Items: No action items.

Informational Items:

Update by President Kay Faulconer Boger

- President Boger has offered one of our next meetings to MIG group, who is doing work for the District Strategic Plan

- Information was shared on a survey conducted by the office of Planning, Research, and Institutional Effectiveness

Special Projects

No Update

- No new updates

Upcoming Important Dates

Update by President Boger

- Institution Day – January 31 (Being held virtually)
- A Spring Forum is being planned. A date will be provided, soon.
- NCORE begins May 31
- Chancellor’s Investiture – May 31

Round Table

- Rachel Rose thanked those who have been involved in cleaning and helping to prepare the campuses.

Meeting Adjourned: 3:05 p.m.