

**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.

February 9, 2022

2:30 PM

Via Zoom

Kay Faulconer Boger, Chair

Call to Order: 2:31 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. Michelle Fischthal, Vice President Instructional 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. Deborah Roth, Treasurer, Academic Senate
11. Mitza Lindsey, Secretary Treasurer, Classified Senate
12. Esther Anthony-Thomas, Vice President, Classified Senate
13. Danielle Ninness, Member-at-Large, Classified Senate

Members Absent:

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

Approval of Agenda

Approved, MSP: Michelle Fischthal; Rachel Rose, Seconded.

Abstentions: None

Approval of 2/9/22 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

- The Academic has not met since the last EGC meeting, and they are scheduled to meet next Tuesday where they will continue their election process. The Senate will be looking at a motion that is coming from the DE Committee regarding OER and other assets. If it passes, it will be brought to the next EGC Meeting. John also stated that he will be encouraging everyone to participate in the Presidential Candidate Forums on Wednesday.

Classified Senate Update

Classified Senate update by Neill Kovrig, Classified Senate President

- The Classified Senate has not met since the last EGC meeting, and they will be meeting next Tuesday.

- In a recent meeting with Laurie Cozzolino, it was established that the 2022 Star Conference will take place virtually on Monday, March 28. The focus will be on the Strategic Enrollment Management Plan, and on how Classified Professionals can engage in that process. There will also be workshops for skills development and personal development, in addition to fun activities.

Student Report

Student Report update by Vinzent Balaoing, Student Representative

- Students are excited to return to classes for the Spring Semester, and they look forward to being back on campus.
- Some of the students that Vinzent has talked to have expressed that they are having challenges uploading their vaccination information.
- John Bromma added that the District is working on a better system for uploading vaccination cards, and asked Vinzent to please pass on the information to his colleagues.

ASB

ASB Update by Vinzent Balaoing, Student Representative

- No new update

Reopening

Reopening update Jacqueline Sabanos, Vice President Administrative Services

- Daily case rates have significantly dropped in San Diego
- Vice President Sabanos reminded the Council about the e-mail sent by Vice Chancellor Smith, indicating that beginning July 1 the definition of “Fully Vaccinated” will be updated to include booster vaccines, when eligible.
- We are following the updated timeline for a return to on-site activities. Remote assignments were extended through February 18, three days on-site beginning February 22, and a full return to campus on March 7.
- Although the campus will be closed for the holiday weekend, the vaccination clinic will remain open thanks to Facilities and College Police.

Board of Trustees

BOT update by Jacqueline Sabanos, Vice President Administrative Services

- We have three items going to the Board for the February 24 meeting:
 - Regional Strong Workforce item in the amount of \$50,000 for a college-based marketing project to improve marketing and recruitment efforts for career education programs, especially for disproportionately impacted students
 - Regional Strong Workforce item in the amount of \$50,000 to support the regional colleges and expanding and developing innovative practices to improve enrollment, engagement, orientation, and ongoing integrated career and educational planning.
 - SDAERC appointment of Vice President Carter as one of the four representatives for the SDCCD, replacing Esther Matthew who retired.

Budget Committee

Update by Jacqueline Sabanos, Vice President Administrative Services

- The committee met on February 7. Deborah Roth reported that they covered a lot of ground, and VP Sabanos was able to give the Budget Committee an overview of the status of the Governor’s funding. They discussed the resource allocation process, and Diana and Kelly provided an overview of the CAEP process.

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 District is working with the firm that was selected to renovate the ECC theater.

Technology Committee

Update by Jacqueline Sabanos, Vice President Administrative Services

- The technology committee will be meeting on February 17
- The phone pilot ECC has been going very well. OWL cameras have finally arrived, and IT has been working to get them into classrooms.

Professional Development Committee

Update by Jessica Luedtke, Dean, PRIE

- The committee has not met since the last EGC meeting. In their prior meeting, they went over the process that they would take for reviewing Resource Requests.
- Laurie Cozzolino is gathering information for conferences and will be sending information to the DL.

Integrated Planning and Resource Allocation

Update by Jessica Luedtke, Dean, PRIE

- PRIE is currently working on filling in the details of the Strategic Master Plan for the final document which will contain the goals and objectives that were set last fall, along with the infrastructure plans for instructional programs and administrative plans. It will also contain an environmental scan.
- Alongside that we are working with the strategic planning consultants to roll up the activities from the infrastructure plans and from the program and administrative units into activities that support the institutional objectives. We have our goals objectives, and the activities that will support it, and then we will track that moving forward. These are two different documents, and the plan is to bring them both to the institution for review and approval later in the spring, side by side.

Accreditation

Update by Michelle Fischthal, Vice President, Instructional Services and Jessica Luedtke, Dean, PRIE

- No new update

Enrollment Management/Instructional Services

Update by Michelle Fischthal, Vice President Instructional Services

- Students are eager to get back on campus. Most of ESL began the semester on campus at Mid-City. Staff and Faculty were excited to have students back.
- The District reported SDCCE's fill rate at 77% which is close to the colleges'. It is also important to know that while classes are at 77% capacity, a lot of classes have been cut. At the same time, we are monitoring classes closely to determine if more classes can be opened later in the semester.
- VP Fischthal asked the Council to please let leadership know if they know of any adjunct ESL instructors at other institutions who do not have assignments, or if there are any faculty members who are teaching in other areas but are qualified to teach ESL.

Access, Retention, and Completion Committee

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

- The ARC Committee has not met. The Student Onboarding Taskforce had its first meeting, and Vice President Carter feels that they are going to do a lot of good work. Many of the taskforces have identified their committees. They have shared an action template that they are working on to identify the redesign areas within each task force. They have a tentative date of Mid-March where they will be doing a first review and evaluation, sharing those design ideas to the ARC committee.
- The committee is working on a landing page where they can communicate their progress and hold themselves accountable for the work that they say they are going to do.
- Vice President Fiscthal asked faculty to encourage students to participate in the task forces.

Student Services Updates

Update by Shakerra Carter, Acting Vice President, Student Services

- There will be a speaking series that is planned for Black History Month. The flyer is being finalized, and the first event is a student-facing panel on February 16.
- Other events will include an equity forum, a black mental health awareness event, and a community wellness fair. There will also be incentives for people to be vaccinated and boosted.

SDCE Foundation

Update by Laurie Coskey, Executive Director, SDCCE Foundation

- We were notified that we were funded for three years for a pathway program for Hoover High School students toward SDCCE or toward the credit colleges.
- Dr. Coskey also reported that a proposal to the Conrad Prebys Foundation for a grant to support African American youth in a gateway program, particularly in Southeast San Diego, has been declined.
- Discussion is underway for a new partnership with the USS Midway. They are very interested in SDCCE's short-term training.

Action Items: No action items.

Informational Items:

Update by President Kay Faulconer Boger

- The District will be holding a community forum on March 1 to gather input for the District Strategic Plan

Special Projects

No Update

- No new updates

Upcoming Important Dates

Update by President Boger

- A Spring Forum will be held in person at ECC, on March 10.
- Joint Board Meeting w/ SDUSD on March 15
- Campus Board Meeting on April 14
- Chancellor's Investiture – May 31

Round Table

- President Boger reported that an interview about the future Civil Rights theater at ECC will air on Super Bowl Sunday.
- Dean Luedtke shared that they are rolling the Governance Committee Survey for the handbook that is up for revision next year.

Meeting Adjourned: 3:21 p.m.