

**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.

March 9, 2022

2:30 PM

Via Zoom

Kay Faulconer Boger, Chair

Call to Order: 2:30 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. Diana Vera-Alba, Vice President, Academic Senate
6. Rachel Rose, Chair of Chairs, Academic Senate
7. Jessica Varnado-Swall, Secretary, Academic Senate
8. Neill Kovrig, President, Classified Senate
9. Mitza Lindsey, Secretary Treasurer, Classified Senate
10. Esther Anthony-Thomas, Vice President, Classified Senate
11. Danielle Ninness, Member-at-Large, Classified Senate

Members Absent: Michelle Fischthal, Vice President Instructional Services; John Bromma, President, Academic Senate; Deborah Roth, Treasurer, Academic Senate

Guests: Jessica Luedtke, Dean, PRIE; Mario Violich, MRY Architects; Carissa Oyedele, MRY Architects

Approval of Agenda

Approved, MSP: Jacqueline Sabanos. Shakerra Carter, Seconded.

Abstentions: None

Approval of 2/23/22 Meeting Minutes

Approved, MSP: Jacqueline Sabanos. Shakerra Carter, Seconded.

Abstentions: None

Presentations

- MRY Architects provided an overview of the SDCCE Facilities Master Plan.

Academic Senate Update

Academic Senate update by Diana Vera-Alba (for John Bromma, Academic Senate President)

- The Academic has been discussing their committees, particularly the Technology Committee, and is looking into the possibility of forming a Subcommittee to assist Distance Education. They would like input from PRIE, since they are in the process of reviewing current committees. Faculty members have expressed that there are not frequent opportunities to bring up to administration the challenges that they are having with technology. While they do not want to create more meetings for everyone, they would like more opportunities to bring forward concerns. Vice President Sabanos suggested possibly increasing the frequency of the Technology Committee meetings, and added that the Committee is open to ideas and suggestions.
- The Academic Senate is currently in its election process, and an update will be provided at the next meeting.

Classified Senate Update

Classified Senate update by Esther Anthony-Thomas (for Neill Kovrig, Classified Senate President)

- The Classified Senate now has a checking account.
- The Classified Senate is requesting that President Boger please encourage Classified Professionals to serve on hiring committees. President Boger asked Giovanni Garcia to please be sure that this is included in the next weekly update from the President.

Student Report

Student Report update by Vinzent Balaoing, Student Representative

- Vinzent reported that some students are frustrated because they were not vaccinated, and as a result were dropped from their classes. This includes students who are enrolled in Hyflex classes.

ASB

ASB Update by Vinzent Balaoing, Student Representative

- ASB is meeting on a weekly basis, and they are using social media accounts to post resources for their fellow students.

Reopening

Reopening update Jacqueline Sabanos, Vice President Administrative Services

- The campus is working on the on the remote work policy and procedure. SDCCE leadership participated in a training with Vice Chancellor Greg Smith, and they are working to come up with practices to address the requests. The leadership team realizes and appreciates the work-life balance that remote work provides, while also working to ensure that decisions meet the needs of SDCCE's students in terms of operations.
- President Boger added that the District has stated that requests will not be approved until April 1.

Board of Trustees

BOT update by Jacqueline Sabanos, Vice President Administrative Services

- SDCCE will be seeking approval to establish a 1.0 FTE 11-month college Counselor, restricted faculty, position which will be a dedicated behavioral health provider.

Budget Committee

Update by Jacqueline Sabanos, Vice President Administrative Services

- No new update. The Budget Committee has not met since the last EGC meeting.

Safety and Facilities Committee

Update by Jacqueline Sabanos, Vice President Administrative Services

- The Safety and Facilities Committee has met and voted on the approval of the SDCCE Facilities Master Plan.
- The vaccination clinic at ECC will be downsizing, and then discontinuing operations on March 16. However, they have a mobile vaccination route, and have indicated that ECC can possibly be added in the future.

Technology Committee

Update by Jacqueline Sabanos, Vice President Administrative Services

- There have been supply chain issues with technology for SDCCE. One example that Vice President Sabanos provided was an order that was placed eight months ago, for two copy machines for the faculty workroom, which has still not arrived.
- Issues are being addressed for Hyflex equipment at West City Campus.
- The wireless project is also moving forward, although it has also been affected by supply chain issues.

Professional Development Committee

Update by Jessica Luedtke, Dean, PRIE

- The committee has not met since the last EGC meeting, although Dean Luedtke was not present at the last EGC meeting to provide an update. The main focus at the last PDC meeting was resource allocation and reviewing resource requests.

Integrated Planning and Resource Allocation

Update by Jessica Luedtke, Dean, PRIE

- PRIE is in the process of completing Strategic Master Plan efforts, and they will be sending pages from the plan back to programs and departments for review. A series of meetings has been planned to move forward with review and approval later in the spring semester.
- Neill Kovrig added that the STAR Conference will be held on March 28, and the focus will be on Strategic Enrollment Management.

Accreditation

Update by Jessica Luedtke, Dean, PRIE (Michelle Fischthal, Vice President, Instructional Service absent)

- The Accreditation Subcommittee met, and is planning to expand in line with the upcoming preparation for the accreditation self-study. Trainings will be held over the summer.
- There is plenty of evidence, and the mid-cycle study went very well, so SDCCE is starting from a very good place.

Enrollment Management/Instructional Services

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

- Instructional Services is currently looking to add additional late-start classes for the spring semester. They are also working with the Public Information Office in terms of marketing.
- Data shows that this spring will be lower than spring last year, with summer looking about the same, however, they are looking to grow CDCP classes if possible.
- The Faculty Appreciation Event is being held on April 21, in person, at ECC.

Access, Retention, and Completion Committee

Update by Shakerra Carter, Acting Vice President, Student Services (Michelle Fischthal, Vice President, Instructional Services absent)

- The ARC Committee will be meeting on Thursday. Many of the earlier meetings this semester have yielded to Strategic Enrollment Management task forces, so that they could engage in the transformational redesign recommendations that they are putting together. This meeting will provide an opportunity to check on the progress that the task forces have made during this time.
- Task Force 1, chaired by Vice Presidents Carter and Sabanos, has been reviewing the application process and looking at how it can be streamlined. A prototype of an on-demand orientation was also presented to the task force.

Student Services Updates

Update by Shakerra Carter, Acting Vice President, Student Services

- Vice President Carter underscored the statement made earlier by Vice President Sabanos, in terms of the mental health position that is going to the Board for approval. SDCCE received funding from the state, allowing this position to be funded, which will allow the college to expand this program and develop a plan so that students at all of our campuses may be served.
- Student Services is currently planning the Scholarship Awards Ceremony, being held on April 18.

SDCE Foundation

Update by Laurie Coskey, Executive Director, SDCCE Foundation

- Dr. Coskey reminded EGC that the investiture for Chancellor Cortez is scheduled to take place on May 31 at Petco Park.

- SDCCE supported the Youth Justice Summit. Over 60 community members participated. SDCCE outreach, along with the County Registrar of Voters, and many other vendors and organizations provided information. The college is looking into working with the organization to host a restorative justice conference at ECC in the summer.
- Laurie Coskey reminded EGC that if any of the programs or departments are hosting events and would like to do fundraising, they can assist with creating a QR code for this purpose.

Action Items:

- Approval of Facilities Master Plan
 - Approved, MSP: Diana Vera Alba; Jacqueline Sabanos, Seconded.

Informational Items:

Update by President Kay Faulconer Boger

- No new update

Special Projects

No Update

- No new update

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
- Partner Recognition Breakfast in May – Date TBD
- Chancellor’s Investiture – May 31

Round Table

- Neill Kovrig added that there will be one more round of CARES Act grants that will be distributed to students this semester, although the college is waiting for details to be provided by the District.

Meeting Adjourned: 4:00 p.m.