

**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.*

**April 13, 2022**

**2:30 PM**

**Via Zoom**

**Kay Faulconer Boger, Chair**

**Call to Order: 2:35 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. John Bromma, President, Academic Senate
7. Diana Vera-Alba, Vice President, Academic Senate
8. Rachel Rose, Chair of Chairs, Academic Senate
9. Jessica Varnado-Swall, Secretary, Academic Senate
10. Neill Kovrig, President, Classified Senate
11. Danielle Ninness, Member-at-Large, Classified Senate

**Members Absent:** Deborah Roth, Treasurer, Academic Senate; Mitza Lindsey, Secretary Treasurer, Classified Senate; Esther Anthony-Thomas, Vice President, Classified Senate

**Guests:**

**Approval of Agenda**

Approved, MSP: Rachel Rose. Neill Kovrig, Seconded.

Abstentions: None

**Approval of 3/9/22 Meeting Minutes**

Tabled. Minutes for 3/9/22 Meeting Not Provided

**Presentations**

- No Presentations

**Academic Senate Update**

Academic Senate update by John Bromma, Academic Senate President

- John Bromma reported that the State Plenary for the spring semester took place last week, and the state academic senate will be visiting virtually next week to do some training and have dialogue on the equivalency process to have consistency, and to ensure that it is being done appropriately.
- Rachel Rose thanked Vice President Sabanos for assisting the faculty program chairs in getting the supplies and technology that is necessary. She also added that she will be sending an invitation to the Deans, to join the equivalency training that will take place during the chair of chairs meeting.

**Classified Senate Update**

Classified Senate update by Neill Kovrig, Classified Senate President

- Since the last EGC meeting, the sixth annual STAR Conference was held, virtually. While not as many classified professionals were able to attend, the feedback so far has been very positive, especially with regard to the opening session and the workshop on Strategic Enrollment Management. The team-building session was also very positive and uplifting.
- Classified Appreciation Week is coming in May, and Neill Kovrig will be in contact with the offices of the VPA and President, to discuss hosting a luncheon for classified professionals, preferably on the same day as the Classified Service Awards Ceremony.
- The Classified Senate will be having elections this year, and they hope to share information soon.

### **Student Report**

Student Report update by Vinzent Balaoing, Student Representative

- Vinzent reported that students are excited about the Scholarship Awards Ceremony, and added that he will be one of the students receiving a scholarship.

### **ASB**

ASB Update by Vinzent Balaoing, Student Representative

- ASB continues to post information about food distributions and resources that they can provide.

### **Reopening**

Reopening update Jacqueline Sabanos, Vice President Administrative Services

- The next reopening meeting is scheduled for May 23, from 1:00 to 2:00 p.m.
- Vice President Fischthal added that beginning in the summer, faculty with any type of online assignment will be required to submit an ad hoc remote work request.

### **Board of Trustees**

BOT update by Jacqueline Sabanos, Vice President Administrative Services

- SDCCE will be hosting the Board of Trustees meeting at ECC, including a college presentation with updates from each of the campuses.
- Items going to the Board for approval include: The SDCCE Facilities Master Plan, and the establishment of a 1.0 FTE tenure track position with funding provided by State Senate Bill 129.

### **Budget Committee**

Update by Jacqueline Sabanos, Vice President Administrative Services

- At the last Budget Committee meeting, there was a discussion about the extension of HEERF funds. Vice President Sabanos reminded the Council that SDCCE receive its funds as a portion of the college's funds, and added that we received a one-year extension to use the funds. This means that SDCCE can keep NANCEs who have been assisting with the additional workload due to uploading vaccine cards.
- The Committee also talked about the resource allocation process which is currently in the budgeting stage.
- VP Sabanos reminded everyone of the upcoming deadlines for purchase requisitions.

### **Safety and Facilities Committee**

Update by Jacqueline Sabanos, Vice President Administrative Services

- The vaccination clinic at ECC will be discontinuing operations on March 16. However, they have a mobile vaccination route, and have indicated that ECC can possibly be added in the future.
- New water bottle filling stations have been installed at ECC, Mid-City, Cesar Chavez, West City, and CE Mesa.

### **Technology Committee**

Update by Jacqueline Sabanos, Vice President Administrative Services

- Two new IT techs have started in the past week, and they have made great progress on working through IT Help Desk open tickets.
- Vice President Sabanos is working with District IT to find a new vendor for computers.
- Installation of Hyflex technology has almost been completed at the campuses for which it was ordered.

### **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

- No New Update

### **Accreditation**

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

- No New Update

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

Update by Michelle Fischthal, Vice President Instructional Services

- Vice President Fischthal reported that although they are in the middle of scheduling for summer, it looks like it may be twice as large as last summer. About 50% will be fully online, 30% will be online, and the other 20% will be hybrid/hyflex.
- Faculty leaders are working with the deans to try to navigate how we are returning and trying to balance enrollment community needs.

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

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

- Vice Presidents Carter and Fischthal will be communicating with the committee, especially in terms of bringing together the information from the task forces. They will also be highlighting work from two of the task forces at the campus Board meeting.
- One of the decisions that will have to be made is the application that will be used, moving forward. A lab is being conducted, where people can test two of the applications that the committee has reviewed.
- The committee will be meeting in May to finalize recommendations and prioritize bringing that information forward to the various constituent groups.

### **Student Services Updates**

Update by Shakerra Carter, Acting Vice President, Student Services

- Vice President Carter reported that they are about halfway through the “School the VPSS” series that she had announced would be occurring this semester. She has spent focused time at three of the campuses, where she has had an in-depth look at programs, engaged and shadowed student services staff, gotten great ideas and recommendations for improvements, and most importantly seen the students while they are participating in classes.
- VP Carter reminded the council of the upcoming Scholarship Awards Ceremony, and reported that the event will also be livestreamed so that more students may participate, and so that students can share the experience with their friends and families.
- On April 29, a division-wide retreat will be hosted for all student-facing staff to come together for professional development, and to congregate to develop a culture of care.
- The Dean of Counseling position is being reposted, with hopes of having someone begin by July 2022.

### **SDCE Foundation**

Update by Laurie Coskey, Executive Director, SDCCE Foundation

- Dr. Coskey reported that all of the scholarship checks have been printed, signed, and are ready for the upcoming event. She added that President Boger has also started a \$1,000 scholar, which is among the largest for the college.
- Representatives from the Naval Special Warfare Construction Battalion visited ECC. Contract Education/SDCCE has been providing specialized training to their unit, in several areas.
- Laurie Coskey reminded the Council about the Chancellor's Investiture on May 31.

**Action Items:**

- No Action Items

**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

- Campus Board Meeting on April 14
- Emeritus Benefit Concert – May 8
- Partner Recognition Breakfast – May 19
- Chancellor's Investiture – May 31

**Round Table**

- Neill Kovrig reported that las week, SDCCE closed the most recent round of CARES Act applications. All 2,256 eligible applicants were funded at \$1,500.

Meeting Adjourned: 3:29 p.m.