

**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: 2:32 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. John Bromma, President, Academic Senate
6. Diana Vera-Alba, Vice President, Academic Senate
7. Rachel Rose, Chair of Chairs, Academic Senate
8. Jessica Varnado-Swall, Secretary, Academic Senate
9. Neill Kovrig, President, Classified Senate
10. Mitza Lindsey, Secretary Treasurer, Classified Senate
11. Danielle Ninness, Member-at-Large, Classified Senate

**Members Absent:** Deborah Roth, Treasurer, Academic Senate; Esther Anthony-Thomas, Vice President, Classified Senate; Michelle Fischthal, Vice President Instructional Services

**Guests:**

**Approval of Agenda**

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

Abstentions: None

**Approval of 3/9/22 and 4/13/22 Meeting Minutes**

Approved, MSP: Neill Kovrig. John Bromma, Seconded.

Abstentions: None

**Presentations**

- No Presentations

**Academic Senate Update**

Academic Senate update by John Bromma, Academic Senate President

- John Bromma reported that the Academic Senate met last week, and they had a training session with equivalency determination for faculty. The ASCCC joined the meeting via Zoom and provided the training. The Academic Senate is working to find a flow for all to follow, to improve effectiveness, efficiency, and broaden their capability to acquire faculty members who are experts in their fields.
- Bromma commented on the Faculty Appreciation Event and stated that it was exactly what everyone needed to reconnect.

**Classified Senate Update**

Classified Senate update by Neill Kovrig, Classified Senate President

- The Classified Senate met and has been discussing the upcoming Classified Appreciation events that will take place the week of May 16. Neill participated in a panel discussion on shared governance, along with other members of classified senates, academic senates, and administrators, as part of the AFT's Mentors and Mentees program.

### **Student Report**

Student Report update by Vinzent Balaoing, Student Representative

- Vinzent reported that students are going to be helping to welcome people at the upcoming Investiture.

### **ASB**

ASB Update by Vinzent Balaoing, Student Representative

- ASB continues to post information about food distributions and resources that they can provide, and events that are happening in San Diego. ASB elections will be coming up soon.

### **Reopening**

Reopening update Jacqueline Sabanos, Vice President Administrative Services

- No New Update

### **Board of Trustees**

BOT update by Jacqueline Sabanos, Vice President Administrative Services

- No New Update

### **Budget Committee**

Update by Jacqueline Sabanos, Vice President Administrative Services

- The Budget Committee has not met since the last EGC. Vice President Sabanos reminded everyone that the deadline or entering requisitions has passed.
- We received a one-year no-cost extension for HEERF, which gives us the ability to continue to spend available funds through May 2023.

### **Safety and Facilities Committee**

Update by Jacqueline Sabanos, Vice President Administrative Services

- The Safety and Facilities Committee hosted Safety Week events on April 11-15. Video links were sent, encouraging everyone to participate. Faculty members were willing to teach several topics, such as the proper use of fire extinguishers and chair lifts.
- For Earth Day, a flyer was distributed, which highlighted all of the initiatives that SDCCE has undertaken this year, including solar panels in the ECC parking lot. Stickers were also created to remind people of the items that are supposed to go into recycle bins. Additional water bottle filling stations were installed throughout SDCCE's campuses. Most of SDCCE's business processes have been converted to Adobe Sign, reducing the amount of paper that is used. Vice President Sabanos made a presentation during West City's ASB meeting, and added that she learned quite a bit from them.

### **Technology Committee**

Update by Jacqueline Sabanos, Vice President Administrative Services

- A presentation was provided by Dr. Peter Maharaj, District IT Director, and they shared that two new IT technicians have been hired to assist SDCCE. They sent all open IT Help Desk tickets to the Deans for prioritization, and the techs have been quickly getting through those lists.
- VP Sabanos reported that they continue to experience supply chain issues and long delays – up to eight months in some cases – with Hewlett Packard. The District has signed a new agreement with Dell, and they have now been experiencing a 30-day turnaround.
- Hyflex technology upgrades have been completed for 37 classrooms. These upgrades include digital touch panels, microphones, speakers, and hardware to support expanded services. Training for faculty continues to be available. The dark fiber ring project at ECC is expected to be completed on May 19, and the wireless project is expected to be completed this summer.

### **Professional Development Committee**

Update by Jessica Luedtke, Dean, PRIE

- No new update

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

Update by Jessica Luedtke, Dean, PRIE

- There has been a lot of progress on the strategic master plan. It has been reviewed by Executive President's Cabinet and the Deans, and it has been sent to the Public Information Office for formatting. It will then be presented to the Academic and Classified Senates, the PIE Committee, President's Cabinet, and EGC. Both the Strategic Master Plan and the Institutional Strategic plan will be brought to EGC in June for approval.

### **Accreditation**

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

- The Accreditation Action Plan is a subset of the strategic plan, and will be ongoing. As they begin the process of the accreditation self-study, they will be using focus groups to determine which parts of the master plan and strategic plan should be included in the new accreditation plan.
- At the next EGC meeting, Dean Luedtke will provide highlights from the institutional strategic plan, and accreditation plan, and updates on the progress of both, along with an update on the accreditation self-study.
- Focus groups for accreditation planning on currently being formed, and leads are being identified.

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

Update by (Michelle Fischthal, Vice President Instructional Services absent)

- No new update

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

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

- At the next ARC meeting, they will be hearing from the Strategic Enrollment Management Task Force chairs about their final recommendation for the work that they have been doing all semester, based on equity minded strategic enrollment management. Those recommendations will be organized into short-term, medium-term- and long-term categories, and shared with the shared governance groups and executive team for review and input on how to move forward.

### **Student Services Updates**

Update by Shakerra Carter, Acting Vice President, Student Services

- Student Services met with the Commencement team to continue preparations for this year's ceremony. Information will be shared with faculty via e-mail, to be shared with students.
- A thank you/debrief lunch was held for those involved in the Scholarship Awards event, and the team received good feedback and recommendations for next year.
- Student Services is looking forward to their college-wide retreat on Friday. All student-facing Student Services employees have been invited to help develop their practices of equity and excellence. Lasana Hotep will be facilitating a workshop.

### **SDCE Foundation**

Update by Laurie Coskey, Executive Director, SDCCE Foundation

- No new update

### **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

- Tom Downs Visit – April 28
- Emeritus Benefit Concert – May 8
- Partner Recognition Breakfast – May 19
- Chancellor’s Investiture – May 31
- Meet and Greet with Dr. Tina M. King – June 8

### **Round Table**

- Neill Kovrig reported that they have funds available to send Classified Professionals to attend a Classified Leadership Institute. Those who are interested may contact him directly.
- Neill also shared that he has talked with others about putting together a Classified Professionals team to look at Strategic Enrollment management priorities and communication planning.

Meeting Adjourned: 3:30 p.m.