

**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.

October 28, 2022

2:30 PM

Via Zoom

Tina M. King, Chair

Call to Order: 2:38 p.m.

Members Present:

1. Tina M. King, President
2. Shakerra Carter, Vice President Student Services
3. Jacqueline Sabanos, Vice President Administrative Services
4. John Bromma, President, Academic Senate
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. Danielle Ninness, Member-at-Large, Classified Senate
11. Andrei Lucas, Dean, Automotive, Skilled and Technical Trades
12. Vinzent Balaoing; ASB/Student Representative

Members Absent: Deborah Roth, Treasurer, Academic Senate; Esther Anthony-Thomas, Vice President, Classified Senate; Michelle Fischthal, Vice President Instructional Services; Laurie Coskey, Executive Director SDCCE Foundation

Guests: Jessica Luedtke, Dean, PRIE

Approval of Agenda

Approved, Jacqueline Sabanos

Presentations

- No Presentations

President's Update

President's update by Tina M. King, President

- The Strategic Plan was presented at the last Board of Trustees meeting and was approved.
- Committee structure and annual calendar is being reviewed. John Bromma stated that there is a need to identify the decision points of each committee. Dr. King shared that Dean Luedtke is in the planning process of updating all information for the Governance Handbook. That update will take place in June 2023.

Academic Senate Update

Academic Senate update by John Bromma, Academic Senate President

- John Bromma reported that the Academic Senate met last week and that they will continue to meet remotely through the fall semester to figure out the logistics. Diana Vera-Alba shared that she is working on updating the

committee details, such as the names of the chairs, meeting times and a list of faculty names that attend the meetings. She will share with Dean Luedtke once it is complete.

Classified Senate Update

Classified Senate update by Neill Kovrig, Classified Senate President

- Neill thanked administrators and the faculty for supporting what he described as the best Convocation in a long time. The senate was able to raise \$1100.00 at convocation and these proceeds will go to funding scholarships for students.
- CS is working on a proposal on how to engage the classified senate with the student experience.
- Jaziel (senate member) attended the Classified Leadership conference in Riverside, CA where they discussed Caring Campus.
- CS statewide received \$347k from IVC to transition Caring Campus to statewide senates

Student Report

Student Report update by Vinzent Balaoing, Student Representative

- It is reported that most students are attending Hyflex classes.
- Students are impacted by the closure of the bookstore due to no food being available on campus for purchase. Students want a place to purchase food and drinks on each campus, especially the ECC campus.

ASB

ASB Update by Vinzent Balaoing, Student Representative

- They are visiting various campuses and posting flyers and information for students.
- Meetings are held via zoom, and they are in the process of trying to recruit more students. Next meeting is Friday September 30th @ 4:00pm.

Reopening Taskforce

Reopening update by Jacqueline Sabanos, Vice President Administrative Services; Shakerra Carter, Vice President Student Services

- SDCCE Webpage has been updated with the updated COVID-19 protocols that align with the district. We have a Campus Ready webpage that archives all the parameters for the campus. FAQs are on the website.
- Positive COVID reports are down.
- AdHoc/Remote requests have been submitted and approved. For information contact your direct supervisor. All employees must have approval to work remotely. Log into JIRA to check the status of requests.

Board of Trustees

BOT update by Jacqueline Sabanos, Vice President Administrative Services

- September 29th is the next BOT meeting
- Bringing forward the new academic calendar for approval
- Our student trustee Julia Kogan will be the seated student trustee at the dias with the board of trustee members.

Budget Committee

Update by Jacqueline Sabanos, Vice President Administrative Services

- The Budget Committee met on September 19th and reviewed the membership/purpose of the committee.
- Reviewed the process and the final Resource Allocation document.
- Moving forward the Resource Allocation will include *all* GFR funds for the college to ensure full transparency.
- The committee agreed that all GFR funds will be included in the resource allocation moving forward.

Safety and Facilities Committee

Update by Jacqueline Sabanos, Vice President Administrative Services

- The committee has identified our bookstore as a space that will be converted to a student lounge, both indoor and outdoor. Vendors will be installed with healthy options. The cleanup of the bookstore will start this week at ECC and the goal is to identify and create student space at all campuses.
- The week of 10/17 the fire drills, ALICE and C-cert trainings will begin.
- The timeline with the cost for the ECC theatre remodel will be available on 10/28.

Technology Committee

Update by Jacqueline Sabanos, Vice President Administrative Services

- Happy to report that the 2 copiers in the workroom have finally arrived and are being installed.
- The migration to O365 and the dark fiber installation is complete.
- All equipment on campus has been inventoried and they have received the new technology to upgrade employee workstations. They will collect old laptops (loaners) as they install the new equipment.
- October is IT Security awareness month.
- IT plans to deploy members at each of the campuses. VP Sabanos will forward the email with all the details to all the EGC members.
- VP Sabanos will confirm if there will be Wi-Fi access at the lounges.

Professional Development Committee

Update by Jessica Luedtke, Dean, PRIE

- The Professional Development Committee has not formerly met, they are scheduled to meet in early October. The committee was able to pull together to support the convocation events. The committee supported them for convocation, and they will be used to plan the next Institution Day event.
- They are in the process of hiring a PD Coordinator with faculty support to help with the overall training and moving toward an overall PD structure, this will be brought back to EGC for a report out.
- Feedback on convocation was extraordinarily high and they received great suggestions for future revisions.

Research and Integrated Planning

Update by Jessica Luedtke, Dean, PRIE

- They have completed the data for program review, and it has officially kicked off and has been placed in Canvas.
- The team is readily available to present to committee meetings as needed.
- Resource Allocation will be brought forward as it is updated and all GFR will be included.

Accreditation

Update by Jessica Luedtke, Dean, PRIE

- The Strategic Master Planning and Accreditation will be reviewed.
- Opinions from everyone were collected from the surveys. Please do not duplicate your entries.
- The Steering committee meeting will begin on October 10th. They are currently setting up the leads for Chapter 1 and 2. The SharePoint site has been created for the Steering Committee and this will house all the documents for review.
- Governance Handbook is a major project. They will develop it as we move forward throughout the semester.

Enrollment Management/Instructional Services

Update by Andrei Lucas for Michelle Fischthal (absent)

- Dean Lucas shared that enrollment is up for fall at approximately 21,000, which is 15% higher than last year.
- More teaching hours FTF is up 14%
- ESL continues to expand.
- Spring scheduling has started to be built.

Access, Retention, and Completion Committee

Update by Shakerra Carter, Vice President, Student Services

- The committee held their first meeting on 9/15 and moving forward will meet every other month with the task groups. They discussed the Strategic Enrollment plan, 50 redesigns. The 3 focus areas are Marketing and Outreach; Department Alignment and Basic Needs. They had 6 very successful Exploration days (redesign) and an outside vendor will be filming online orientation pieces (redesign) at the beginning of October.

Student Services Updates

Update by Shakerra Carter, Vice President, Student Services

- They have identified focus areas; implementation of the onboarding process and identified an application platform.
- In November they will have a decision on the application platform which is in compliance with the State Chancellor's office.
- CCC Identification cards are required, and these are obtained by applying through CCCapply.
- Students will be receiving sdcce emails and student ID cards (not an attendance card)
- The Dean of Student Equity has accepted an acting role at Miramar college for the fall semester. VP Carter will send out an email to the institution in regard to this move.
- Per Dr. King there is a discussion at the executive level regarding placing the organizational chart on the website to have full transparency.
- SS is working on the development of a partnership with UBER to help student with transportation; and with Motels to issue vouchers to assist with students as well.
- Distributed a calendar of events for October from the Office of Student Affairs.

SDCCE Foundation

Update by Neill Kovrig (for Laurie Coskey, Executive Director, SDCCE Foundation)

- The Foundation met on 9/21 and has transitioned to a bi-monthly meeting schedule. Caron Lieber has done a great job in leading discussions with ETi and contract ed.
- Received reports from Dean Lewis in regard to the Apprenticeship Readiness program and the Gateway program in regard to Immigrants and Refugees
- They promoted a pledge drive and the Employee Giving campaign at Convocation.
- Next meeting in Nov. HPC has met to discuss the preservation at ECC
- Sam Kulani will showcase documents and pictures that he has collected over the years. in a gallery
- CSK Event will be in May 2023 (add to the calendar).

Action Items:

- Membership of Dean Luedtke to be reviewed
- Hybrid format for EGC meetings in the fall and in person in the spring – Approved by Kovrig

Round Table

- Jessica Varnado-Swall indicated that it is very difficult to manage teaching in person classes and attending committee meetings; requesting a hybrid format for the committee meetings.
- John Bromma supports the hybrid format for instructors.
- Dr. King placed a motion for action for hybrid for EGC meetings through the remainder of the fall semester.
- Approval for the EGC meetings to be hybrid format for the fall semester.

Meeting Adjourned: 4:05 p.m.