

**SAN DIEGO CONTINUING EDUCATION
EXECUTIVE GOVERNANCE COUNCIL
October 12, 2016, ECC Room 121
2:00 p.m.
Carlos Turner Cortez, Chair**

Members Present:

1. Kate Alder, Vice President, Instruction
2. Star Rivera-Lacy, Vice President, Student Services
3. Jane Signaigo-Cox, Dean of Deans
4. Antoinette Griffin, Vice President, Academic Senate
5. Beth Hayes, Academic Senate Secretary
6. Timothy Pawlak, Chair of Program Chairs, Academic Senate
7. Neill Kovrig, President Classified Senate
8. Mary LeDuc, Vice President, Classified Senate
9. Krystal Monal, Classified Senate Representative

Members Absent:

1. Richard Weinroth, President, Academic Senate President
2. Christy Figueroa, Classified Senate Representative

Guests: Lorie Crosby Howell, Kelly Henwood, Ranessa Ashton

Approval of Agenda

Agenda approved *MSP LeDuc/Alder*

Approval of Minutes

September 28, 2016 minutes approved *MSP Alder/LeDuc*

Program Presentation

Dean Lorie Crosby Howell provided the group with an informative presentation on Adult Basic Education/Adult Secondary Education (ABE/ASE).

Accreditation Self-Study Acceptance

Vice President Alder provided highlights and discussion from presentations made to joint senates. Preparations are underway for the site visit. The visiting team is comprised of representatives from K-12 and ROP memberships. After a brief discussion:

A motion was made to accept Continuing Education's Self-Study MSP Signaigo-Cox/LeDuc.

Academic Senate Update

The following was presented by Antoinette Griffin. (Transcribed verbatim from handout per request):

1. On Oct 15, Sat from 9 am to 3 pm, the CE Academic Senate is hosting the regional Academic Senate Pre-Plenary Session fall Area D Meeting at Cesar Chavez Campus. The senate wishes to express appreciation to President Cortez for providing both a Continental Breakfast and Lunch. The Senate looks forward to President Cortez making the welcoming remarks. We understand because of prior commitments that his

arrival will be later in the day. The senate also thanks Dean Carvajal (Car-va-hall) and Office Manager Anthony Vargas for site support. The senate invites all faculty who are interested in senate leadership or just to learn about the issues facing our campus to attend. This event is a unique professional development training opportunity for CE faculty to learn about and help shape the resolutions which will be discussed at the fall Plenary Session, Nov 3-5 in Costa Mesa, CA.

2. On Nov 19, Sat, from 9 am to 3 pm, The CE Academic Senate is hosting the Formally Incarcerated Students South Regional Meeting at the SDCE North City Campus. The senate wishes to express its appreciation to Vice President Star Rivera-Lacey who will be making the welcoming remarks. This will also be an opportunity to showcase the new SDCE “reentry” counselor and CE’s partnership with Second Chance. The senate invites all faculty who are interested in supporting student reentry efforts on our campus to attend.
3. At the Senate October 18 General Meeting there will be have a first reading of proposed changes to AP 4200: Employment of College Faculty. The four SDCCD senate presidents having been working with district HR to review AP 4200. It is proposed by HR to merge this document with AP 4200.5 – Continuing Education Contract Faculty Hiring Procedure.

Classified Senate Update

Mary LeDuc thanked deans and office managers for support of appointments to hiring committees.

Board of Trustees Meeting Update

The following agenda items will be heard at the October 27 Board of Trustee Meeting: Vice President Kate Alder will replace Dean Lorie Crosby Howell as the San Diego Adult Education Regional Consortia (SDAERC) representative; A reclassification of CE Office Mangers.

PGM Clarification

President Turner Cortez clarified that there were no functional changes made to committees; he approved the recommendation that students be added to all committees, however they are not required for a quorum; all other changes were approved and now the dates and times of committee meetings need to be placed on the master calendar.

IEPI Technical Support Letter of Interest Acceptance

Neill Kovrig reported the IEPI Technical Support Letter of Interest for support from the State Chancellor’s Office was presented to the relevant constituencies and is now being brought back to EGC for recommendation and acceptance. After a brief discussion:

A motion was made to accept the IEPI Technical Support Letter of Interest: MSP LeDuc/Griffin.

Basic Skills Committee Membership Change Acceptance

No action was taken. After a brief discussion it was decided that agenda items pertaining to committees will be submitted to Kim Laramie by the Monday before a meeting by the relevant committee chair (in this case the BSI committee chair).

Articulation Credit by Exam

This item was tabled to the next meeting.

San Diego Promise

Vice President Rivera-Lacey reported there are current 26 participants from CE currently enrolled. The 2nd year of the pilot program will have 600 students, 75 from CE and funds for text books will be reduced to \$750. Recruitment begins in November and students must be California residents per AB540.

Clergy and Community Alliance Breakfast

The Clergy and Community Alliance Breakfast will be held on Wednesday, October 19, from 8:00 – 10:00 am. Invitations were sent to 65 churches and 160 agencies. This event will highlight Continuing Education and community partnerships.

SDCE Foundation Employee Payroll Deduction

It was reported SDCE's payroll deduction to support scholarships for SDCE students is available and easy. All are encouraged to contribute and spread the word.

ECC Renovations

Dean Jane Signaigo-Cox reported renovations and upgrades at ECC have been identified and will begin soon: new ceiling tiles, remodeling of the ABE/ASE classrooms and kitchen area. There will be a "roll over" room designated to hold classes while the work is being done. Office moves are also being prepared for as well as the asphalt in front of administration to be redone.

Student Equity Resource Centers

Vice President Rivera-Lacey announced Student Recourse Centers are being launched at ECC, CE Mesa/Chavez and Mid-City campuses. These centers will connect and assist students with resources within CE and the community.

San Diego Gateway to College and Career

Special Project Manager, Kelly Henwood provided the group with information about the San Diego Gateway to College and Career initiative. SDCE is working with many partners to assist opportunity youth (18-24 year old) students who are not in school or working transition into employment or college.

San Diego Rescue Mission

President Turner Cortez reported he, Chancellor Carroll and Vice Chancellor Neault took a tour of the San Diego Rescue Mission the previous month. SDCE is currently working on a partnership with the San Diego Rescue Mission to provide relevant courses for the population residing on the premises.

Prisons and Jails RFP (Including current Second Chace Equivalency)

President Turner Cortez announced there is an RFP. Currently Grossmont High School Unified School has the RFP to provide adult education in the San Diego County jails. President Turner Cortez would like SDCE to apply when the RFP comes out and requested Academic Senate and Classified Senate Presidents take this back to their constituencies for feedback.

Hiring

Vice President Sabanos provided a list of pending contract positions and their status. She emphasized the importance of diversity.

President's Innovation Grants

The president's innovation grant application process is now open. The deadline for submission is January 31, 2017. A committee comprised of faculty and classified staff will review the applications and choose awardees. Recipients will be announced March 5. Projects awarded must be completed by January 5, 2018, and align with strategic plan goals.

Employee Evaluations

Vice President Sabanos reported an evaluation list is being prepared for faculty (contract, adjunct), classified and administrative. The lists will be sent out soon with deadlines for evaluation completion.

Faculty Appreciation Event Survey

A survey is being developed to illicit information from faculty about what they would like their appreciation event to look like. The survey will be sent out the first week of November.

Classified Appreciation Week Survey

A survey will be sent to classified staff the first week of November to illicit information in preparation for Classified Week activities.

Classified Staff On-Boarding

Plans are underway to develop an onboarding/passport to success academy for classified staff.

Important Upcoming Dates:

- Fall campus visits:
 - West City Campus: October 17 @ 11:30 AM – 1:00 PM
 - Education Cultural Complex Campus: October 20 @ 1:30 PM – 3:00 PM
 - Mid-City: October 24 @ 12:00 PM – 1:30 PM
 - North City: October 27 @ 10:30 AM – 12:00 PM
- Area D Meeting, October 15, @ 10:00AM – 3:00 PM
- Clergy and Community Alliance Breakfast: Wednesday, October 19 @ 8:00 AM – 10:00 AM
- Holiday Reception: December 5 @ 2:00 PM —4:00 p.m.
- Spring Campus Visits **TBD**
- Accreditation Site Visit, March 12-15
- Scholarship Awards Event: April 19, 2017 @ 4:00 PM
- Manager's Retreat (**tentative**), April 28 @ 9:00 AM — 2:00 PM
- Faculty Appreciation Event **April TBD**
- Classified Appreciation Week May 8-11
- Commencement Rehearsal: June 1
- Commencement: June 2

Round Table

Mary LeDuc inquired when the budget committee will be scheduled. Vice President Sabanos will schedule the meeting soon.

Timothy Pawlak announced the program chairs and assistant program chairs had a robust special meeting the day before with CAEL; He and Vice President Alder will meet the next day to discuss scheduling a Faculty Hiring Priority Committee meeting.

Carlos Turner Cortez announced he attended the Aspen Institute Opportunity Initiative Fund the previous week.

Carlos distributed information of events/happenings within SDCE. He has requested PIO Ashton to bring information and updates to this meeting as activities occur.

Meeting adjourned at 3:59 p.m.