

**SAN DIEGO CONTINUING EDUCATION
EXECUTIVE GOVERNANCE COUNCIL
February 11, 2015**

Members Present:

1. Rudy Kastelic, Interim President, Continuing Education
2. Brian E. Ellison, Ed.D., Vice President, Instruction and Student Services
3. Bob Parker, Vice President, Administrative Services
4. Timothy Pawlak, President, Academic Senate
5. Richard Weinroth, Vice President, Academic Senate
6. Marie Doerner, Chair of Program Chairs, Academic Senate
7. Neill Kovrig, President, Classified Senate
8. Mary LeDuc, Vice President, Classified Senate

Members Absent:

1. Rita Avila, Past President, Classified Senate

Guests: None

Action Notes: January 14, 2015 Action Notes approved *Weinroth/Kovrig MSP*.

Reports and Recommendations

President's Report

Interim President Kastelic reported on the following:

- He, Vice President Ellison, Academic Senate President Pawlak and San Diego Unified School District Adult Education Director Marc Gottuso met with a delegation from the Los Angeles Community College District regarding strategies related to AB86 and working with their K-12 counterparts. Kudos was given to both Vice President Ellison and Academic Senate President Pawlak for their input and participation.
- Provided a San Diego Continuing Education (SDCE) Foundation Update: Recruitment efforts have progressed to fill the Foundation Board with community members. Three members have accepted the invitation to join the Board – Chida Darby, Brian Matthews and Reverend Eric Miller. There are still four vacancies and Interim President Kastelic has set up meetings with individuals to find out if they would be interested in joining the SDCE Foundation Board: Dr. Joel Trambley, referred by Neill Kovrig, he is medical doctor and also a member of the Human Relations Commission; Susan Yamate, Coordinator with the San Diego Office of Education, Regional Occupational Program/Adult Education Services; Bill Grimes, former district employee, retired Research and Planning Department Director; and Linda Blairforth, Director of Comprehensive Training Systems.
- Shared the Governor's Adult Education Budget Proposal which called for a \$500 million block grant. Approximately \$350 million would be designated for K-12 maintenance of capacity, leaving \$150 million for the Adult Regional Consortia. Also proposed is that the State Chancellor and Superintendent, the with concurrence of the Executive Director, shall divide the state into adult education regions and determine the physical boundaries of each region based on 1) economic and demographic factors that include the location of regional labor markets, 2) boundaries of regions used to distribute other funds, and 3) the presence of adult education providers that have demonstrated effectiveness in meeting adult education needs. An allocation board will also be created consisting of one individual from the following: community college district, school district, adult education provider that is not a community college district or school district, local workforce development board, county social services agency, county probation department, and one member of the public selected by the consortium. The Proposal also defined the following: the five program areas (elementary and secondary basic skills, citizenship, ESL, and workforce preparation for immigrants, adults with disabilities, career technical education and apprenticeship); the administration; annual reporting; and the relationship to EDD and the California Workforce Investment Board (WIB).

- That he, Timothy Pawlak, Dom Galliano, Principal of Escondido Adult School, and Kathleen Porter, Director for Adult Education and ROP for Poway Unified School District, are scheduled to fly to Sacramento the next day to meet with members of the California EDGE Coalition. The Coalition is an organization of ten years made up of representatives from community colleges, business leaders, labor leaders and agencies in California involved with social justice issues.
- That he, Brian Ellison and Dean Lorie Howell met with Kelly Henwood from the Jacob Center to discuss a partnership in regard to hospitality workforce Training. The meeting went well and another meeting and tour of facilities will be scheduled to include Interim Vice Chancellor Shelly Hess to further discuss the potential collaboration.
- October 28, 2015 has been selected for the grand opening for the new Cesar Chavez Campus. Short VIP tours prior to the grand opening are being considered, with Chancellor Carroll to have the first tour.

Administrative Governance Council

Vice President Brian Ellison reported one recommendation was being brought to EGC from the Administrative Governance Council for consideration:

Recommendation:

Student Success and Support Program, Student Equity Plan Subcommittee

Create a Student Equity Plan Subcommittee under the Student Success and Support Program Committee. The Purpose of the subcommittee is to oversee the implementation of the Student Equity Plan designed to support, lead, and strengthen student access, success, and equity. The Plan focuses on increasing access, course completion, ESL and basic skills completion, certificates and transition for all students as measured by success indicators for disadvantaged student populations, as defined by legislation. The Committee membership would include: Vice President of Instruction and Student Services, Dean, Counseling and Student Success, two (2) administrators, three (3) classified staff and fourteen (14) faculty (to be rotated to involve new members).

Disposition of Recommendation:

It was moved to accept the formation of the Student Equity Plan Subcommittee as submitted. M/S/P Pawlak/Kovrig.

Academic Senate Report

Academic Senate President Timothy Pawlak reported the following:

- That he and Neill Kovrig facilitated the second annual Academic and Classified Joint Senate meeting during January FLEX. The meeting was well attended and the strong relationship between the two senates continues to grow.
- He has been appointed by the State Academic Senate to the State Accreditation Committee. Responsibilities include presenting at breakout sessions on accreditation including WASC and ACCJC topics; and facilitating at the Accreditation Institute on February 20-21, 2015.
- The Senate Executive Committee will be meeting this afternoon. The Academic Senate General meeting is scheduled for next Tuesday afternoon.

Classified Senate Report

Classified Senate President Neill Kovrig reported:

- Concurrence that the joint Senate meeting with Academic Senate on January 26, was worthwhile and a success.
- The Classified Hiring Priority Committee met the day before and reviewed the additional data requested. The committee is moving forward and will be reviewing the document received from Mesa College. Using that document as a template, remunerating and reviewing to make it relevant to Continuing Education. The next meeting is scheduled for Monday March 2 to discuss and create an in-house document that will be vetted to the relevant constituencies.

- He has been appointed by the State Classified Senate to Chancellor's Office of Institutional Effectiveness Advisory Committee. The committee will meet once a month.

Ongoing Business Items

CE Staffing

Vice President Parker reported the following:

- The Accounting Technician Search Committee – interviews are to be scheduled and take place within the next couple of weeks.

Faculty

- DSPS Counselor offers have been made and accepted: Kim Salerno and Katy Serbian.

Strategic Planning

Vice President Brian Ellison reported the Strategic Action Areas are still in play and roll into the district's strategic plan. The institutional effectiveness cycle, "swirl" planning process is to begin this spring and it has been suggested that the document be revised to be more user friendly. The deans have been asked to look at the Master Plan (2013-2015) this spring for updates and to fill in the comments section for their particular program areas.

AB86 Update

Timothy Pawlak provided a brief update on AB86 activities:

- There is a lot happening as the project moves forward. The WIOA planning process and the overlap with AB86 is positive and the consortium continues to work collaboratively with the Workforce Partnership. The consortium continues to expand community partnerships and connections. February 20 is the internal deadline for the March 1 submission to the state.
- 20 classroom observations have been completed. The observations provide a snapshot of students' experience related to the SLOs in the class.
- *Practices with Promise* is a website the AB86 State Workgroup created. This website is to provide a portal to share information among the other regions.
- A Joint K-12 Administrator's Collaborative and AB86 Region X Peer Group meeting is scheduled for February 25, 10:30 – 12:30. A proposed MOU between the Region X Peer Group will be discussed and it is hoped include the K-12 Administrator's group.
- He will be on a WASC Visit to Compton scheduled for March 3-4, 2015.

Instruction & Student Services

Vice President Ellison reported the following:

Enrollment Management

The data is still strong, approximately 200 FTES ahead from last year. Spring appears to be tracking the same as last year. By next week the download for the summer will be received. Interim Kastelic is meeting with Executive Vice Chancellor Bonnie Dowd and Vice Chancellor Lynn Neault to discuss FTES Planning for fall.

SB1456 Update

The Student Equity Subcommittee is still meeting and one of the issues under discussion is the funding formula for noncredit.

WASC

Accreditation planning is on hold with the change in timeline. The Campus Climate Student Surveys will be distributed starting February 23.

Program Review

No report.

Administrative Services

No report.

Board of Trustees Meeting

The Board of Trustees' upcoming meetings are as follows:

- Regular Board of Trustees' meeting scheduled for Thursday, February 19, 2015. A Continuing Education agenda item is:
 - Annual 231 Grant augmentation
- Joint SDCCD and SDUSD meeting is scheduled March 17, 2015 at Kearney High School. Marc Gottuso and Joe Fulcher from San Diego Unified School District, along with Interim President Kastelic and Timothy Pawlak, will provide an AB86 update.
- Board of Trustee meeting and visit to Continuing Education will be held on April 16, 2015 at ECC. Topics for the presentation are AB86, SSSP/Student Equity, Accreditation, and student success.

Finance, Grants, & Operations

No report.

National, State, Regional & Community Issues

No report.

Conferences, Events & Information

The following events are scheduled:

- a. February 12, 2015, Meeting with EDGE Coalition in Sacramento
- b. February 25-27, 2015, ACCE Conference San Diego
- c. February 27, 2015, MLDA at ECC
- d. March 5, 2015, Barrio Station Dinner
- e. March 23-27, 2015, Adult Education Week
- f. April 30-May 2, 2015 CCAE State Conference at Universal

Legal/Legislation

No report.

Re-Engineering:

No report.

National, State, Regional & Community Issues

No report.

Round Table:

Vice President Parker announced there will be three Continuing Education faculty providing presentations at the ACCE conference: Carolyn McGavock and Frank Valdez, VESL Automotive Technology program; and with ESL.

Also, Vice President Parker announced that a safety consultant firm has been hired by the district. The firm will be visiting campuses and holding Town Hall meetings yet to be scheduled.

HR will notify impacted NANCE employees that there is a change in the FICA allocation plan beginning April 1.

Neill Kovrig shared that he and Mary LeDuc attended the AFT Committee meeting where a resolution in regard to safety on campus was created. The meeting was very productive.

Richard Weinroth thanked the Classified Senate for inviting him and Timothy Pawlak to the general Classified Senate meeting. Also, the CATESO conference is scheduled for March 7.