

SAN DIEGO COLLEGE OF 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.

Minutes

Wednesday, February 14, 2024
President, Dr. Tina M. King – Chair

Zoom
2:30 PM - 4:00 PM

EGC Members: Anthony-Thomas, Carter, Dorschel, Dos Santos, Foy, King, Kovrig, Luedtke, Molina, Ninness, Rose, Sabanos, Spradley, Varnado-Swall, Weinroth

Absent: Jessica Luedtke, Bradley Dorschel and Danielle Ninness

Recorder: Michael Escalona

Guests: None

Presentation: None

Action/Voting Items

1. Approval of MinutesAll
 - Minutes Approved

Standing voting items

- ☐ Merge internal/external calendars
- ☐ EEO Representative training – Internal trainings are needed to keep the EEO representative abreast of the policies and procedures.

Reports:

1. President's Update King
 - a. Welcome Tami Foy! This is her first EGC with CE and as the new Executive Director of Foundation.
 - b. Enrollment Figures – Overall headcount of 14,101 which is an 8% increase in comparison to last spring. We also have a current fill-rate at 67%
 - c. 3597 was the goal, but we are currently at 4103.09 FTES, our goal is around 8000, but we are on track to
 - d. Facilities Bond – Priority Projects for the district. We have 60 project items on our roster, but our public listed four are: Upgrading Welding shop at ECC, Auto Body Lab at ECC, Upgraded CE Centers, Child Care Centers
 - i. EPO team will send the Facilities Bond and CE Priorities documents to EGC members
 - ii. Also looking for additional dining spaces for all CE campuses.

- iii. We will get the surveys for it in June and then voted on in November.
- iv. It depends on the general public opinion, and so we need to put the topics that the public would most vote for.

2. Academic Senate UpdateWeinroth
 - a. Thank you for the EPO team for putting together the AS/CS Dinner.
 - b. Excited to talk about the bond with the district and the eventual developments of the college.
 - c. The senate is grateful for the collaborations with the college and Institution Day
 - d. AS has been invited to participate in the Noncredit Institute in partnership with ASCC May 2nd and May 3rd in Anaheim. Richard has been connected with Kimberley Stimpke and the partnership
 - i. Richard Gholson to propose on: Articulation for noncredit to credit, Internships programs in development, and Credit for prior learning. Caron Lieber to propose on: SDGE Arborist and Construction training program. Richard Weinroth to propose on Work Based Learning, Employment readiness pivoting from life skills focus, and Language the workplace in the classroom.

A note – NOCE is hosting ACCE here in San Diego for their conference and we are having members of CE attend the conference. We hope that additional faculty members and other leaders from CE can attend the conference.
3. Classified Senate Update.....Kovrig
 - a. Hug in a Mug campaign raised around \$500 for the scholarship funds.
 - b. Next Classified Senate meeting will be held next Tuesday and updates for bylaws and updates.
 - c. Also, thank you again for EPO for sharing times with AS/CS for dinner (Anthony Thomas)
 - d. Shout out to Classified Senate for always advocating for our students (Dr. King)
4. Student ReportDos Santos
 - a. Welcome Week has been started and ASB has been working towards recruiting more members.
 - b. ASB has also been starting their elections for president.
 - c. Adriana has also attended the Legislative Conference that took place in early February. She also had traveled to Sacramento to advocate for student success and wellness.
 - d. The ASB Valentine's event is also being held today.
5. ASBKovrig
 - a. Applications for ASB Elections are in March, with actual elections in April.
 - b. Also looking towards an autonomous program and navigation to assist with students navigate the elections and voting. – also will help with communications.
6. BOT Meeting UpdateSabanos
 - a. One item - 2/22 Board Meeting – CAEP Transfer of Funds from SDAERC to SDUSD \$250,000
7. Budget Committee.....Sabanos
 - a. Met earlier and discussed Governor Newsom's proposal of \$37.9 billion deficit, most seen that fundings for community college will not be cut, as foreseen. They will cover the deficit from their reserve.
8. Safety and Facilities CommitteesSabanos

Meeting will be on the 22nd, going over the resource request list
9. Technology Committee.....Sabanos
 - a. Teams Calling is being looked into and implemented.
 - b. Looking at Professional and Faculty web development.
 - c. Microsoft A5 – Adjunct software that can requested via the Dean.
 - d. SDCCD Professional Learning Hub on site to assist all members to learn.
 - e. Following district, 4 x 10 hours schedule for the summer - June 10 to August 16 has been approved. Another survey will go out after the end of the summer session to gain additional insight and feedback on the summer session.

Deans will be informed that classes will try and not be set on Fridays, but there will be exceptions depending on the course (IE, the CNA program, ETI)

10. Accreditation.....Spradley
- Working closely with Accreditation chair and weekly meetings and they are excited about the report. The chair wants to see all the possible classes that are offered at CE. Dean Luedtke has been in charge of scheduling the accreditation and sending calendar invitations out to all the members who will need to be in attendance for their visits.
 - Also working on lists of the classes that will be visited.
 - IT is in the process of reconfiguring 6 iPads with microphones (additional iPads are at Outreach); They still need to be field tested. VP Spradley looking for 3 members to walk around the campuses.
 - VP Spradley will reach out to faculty to record themselves teaching (cannot show students due to laws)
11. Institutional EffectivenessLuedtke
- No update
12. Instructional Services UpdatesSpradley
- 2nd interview with 4 candidates for Tutoring Coordinator position has been completed: awaiting HR to submit offer to candidate and will await their start date. This position will work out of room 76.
 - Instructional Designer position has been closed and went back to public: looking for candidates.
 - Dean of Healthcare will be posted soon for the public and are looking for candidates.
 - VP Spradley and Carter are working close on the Deans meeting and ironing out the start of the semester. Indicated that faculty training is a big point brought up. / Also working on the enrollment process
 - Faculty Evaluation Coordinator position applications will close on Friday. Per R. Weinroth, he hopes that this individual will have the proper training.
 - FHP List needs to be moved forward, but it is in the process – met with Rachel but Cesar Chavez had a power outage and was delayed.
13. Student Services UpdatesCarter
- Query on Waitlist (Standing item) – Working closely with Dr. Spradley on ironing out the kinks towards the enrollment process and discussing training with faculty and other information.
 - Information pulled on 1/23/24
 - •72 students waitlisted in 1 section or more of the same course (subject and catalog number)
 - •1,922 students enrolled in 1 section or more of the same course (subject and catalog number)
 - •1,671 unique students enrolled in 1 section or more of the same course (subject and catalog number)
 - •The double enrollments are across 9 programs, 27 subjects, and 94 course.
 - •For comparison, Fall 2023 had 2,244 unique students enrolled in 1 section or more of the same course (subject and catalog number)
 - Still being evaluated and monitored due to dual enrollment and other hickups
 - Scholarship Ceremony: 466 total applications, applications have gone to the committee for review. Neill and Michele are currently planning this.
 - Application for CE Promise is now open:
 - <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:3aff7ef9-7dac-3344-b260-f318f66237ca>
 - https://forms.office.com/pages/responsepage.aspx?id=MWAMBLs6NUizDJ2IIvtMabDZPB0YSwhCmb5KOtZ_l8VUOTEzUDU5NkNSTjJIUUVKQkFIUkRCMjY3OS4u
14. SDCCE FoundationFoy
- 3rd Day! Finally received her work email.
 - Looking to hire two positions: Director of Fiscal and account services /Administrative assistant
 - Looking forward to visiting the other CE campuses

Round TableAll

(VPSS) Classified Employee of the Year Nominations are in the President's Weekly Message and close tomorrow (2/15). Please vote on your nominee!

(Neill) Thank you to the Executive team for creating a process for the Classified Employee of the Year.

(Dr. King) Thank you to DeeDee and Brenna for making the Classified Employee nomination open for all.
Happy Valentine's Day!

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