

**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.*

**September 9, 2020 ECC Room 106**

**2:00 p.m.**

**Carlos Turner Cortez, Chair**

**Members Present:**

1. Carlos Turner Cortez, SDCE President
2. Jacqueline Sabanos, Vice President of Administrative Services
3. Andrei Lucas, Dean of Emeritus, Resident Dean CE Mesa
4. Neill Kovrig, Classified Senate President
5. John Bromma, Academic Senate President
6. Timothy Pawlak, Academic Senate
7. Mitza Lindsey, Classified Senate Secretary Treasurer
8. Michelle Fischthal, Vice President Instructional Services
9. Star Rivera-Lacey, Vice President Student Services
10. Matthew Rivaldi, Vice President, Academic Senate
11. Rachel Rose, Chair of Chairs, Academic Senate

**Members Absent:** Danielle Ninnas, Member at Large, Classified Senate; Eddie Madrid, Classified Senate Vice President; Richard Weinroth, Past President, Academic Senate; Olivia Flores, Academic Senate Treasurer

**Guests:** Laurie Coskey, Executive Director, SDCE Foundation; Jessica Luedtke, Dean PRIO, Olena Kirkland, Student Representative, Vincent Balaoing, Student Representative.

**Approval of Agenda**

Approved as Amended, MSP: *Lindsey/Kovrig*

Edits: Matthew Rivaldi will be a representative in place of Olivia Flores for Academic Senate.

**Approval of 05/27/2020 Meeting Minutes**

Approval Foregone Due to Covid-19 closure and remote workplace practices. All future virtual meetings will be recorded via Zoom for 2020-2021 Minutes.

President explained we will try to continue annual events and approval of meeting minutes throughout the rest of the virtual closure.

**Academic Senate Update**

Academic Senate update by Academic Senate President, John Bromma and Academic Senate Vice President, Matthew Rivaldi

- Sent a survey September 8<sup>th</sup> about necessary work from home materials for faculty progression.
- Moving forward on how to respond regarding Coronavirus.
- Remaining proactive on gathering statistics to represent

**Classified Senate Update**

Classified Senate update by Classified Senate President, Neill Kovrig

- Meeting will be September 22 on Zoom, working on receiving reports from Jesus Rivas. Within the next day, there is a Classified Professional Development meeting leading up to the Star Conference next year.
- Praised staff from the Student Support Center for their involvement and hard work over summer.

## **Student Report**

Student Report update by Mid-City Student Representative, Olena Kirklan and ASB Student Representative Vinzent Balaoing.

- Students would like to see more social media representation on applications like Instagram or Facebook, particularly due to this shift to virtual learning and distance education.
- Finding more support for ASB students to participate in committee meetings.

President explained Ranessa Ashton should make a flyer to be sent out next week.

## **BOT Meeting Update**

- Board of Trustees' Meeting for the Continuing Education campus will be held virtually on September 24.

## **Accreditation**

Accreditation update by Jessica Leudtke

- There is a mid-cycle progress report, however since we are accredited through a third-body, our progress report has been prepared for the visiting committee in Spring.

## **Enrollment Management**

Enrollment Management update by Vice President, Michelle Fischthal

- Over the semester, we will have reports for the collected information about faculty support and prioritizing student success.
- Enrollment has expanded and has met their productivity goals. Looking to create additional open-entry classes for the semester.
- Beginning ESL students have received assessment and enrollment support.

## **ASB**

ASB update given by Michele Madrid Novak

- Held mental health events for student leaders over summer, and have a lot of returning officers.
- Elections are held at all campuses and they are looking for an ASB Advisor and faculty member for Mid-City.

## **Access, Retention, and Completion Committee (ARCC)**

ARCC update by Michelle Fischthal for Star Rivera-Lacey, Vice President Student Services

- Research Projects were completed, and we are looking at more to come.

## **Budget Committee**

Budget Committee update by Jackie Sabanos, Vice President of Administrative Services

- The Committee will be meeting next week to provide a report at the 09/23 EGC meeting.

## **Safety and Facilities Committee**

Safety and Facilities Committee update by Jackie Sabanos, Vice President Administrative Services

- PPE and temperature checks are being taken for all community members on-campus.
- A meeting will be held in a couple of weeks to provide a new report.

## **Professional Development Committee**

Professional Development Committee update by President Turner Cortez, Jessica Luedtke, and Michelle Fischthal.

- Two committees are meeting, developing a four-phase process to safely reopen (Chaired by Jacqueline Sabanos)
- Another Ad-hoc (co-chaired by Michelle Fischthal) focused on supporting employees and continuing on how to continue in the future.
- Meeting has been moved to September 21<sup>st</sup> from 2-3pm to work on Professional Development Committee Agenda for the institution in observance of the Chancellor's Forum scheduled on September 14.

## **Technology Committee**

Technology Committee from VP Administration Services, Jacqueline Sabanos

- No update, meeting in a few weeks.

### **SDCE Foundation**

SDCE Foundation update by Neill Kovrig, Classified Senate President for Laurie Coskey, Executive Director SDCEF

- Foundation Advance (as opposed to Retreat) is Wednesday September 16 from 8am-11am.
- Continues to discuss development planning for the remainder of this year.
- Announced the cost center budgeting and resources implemented for students, including continuing administering scholarships and educational programs

President Carlos Turner Cortez stated the foundation's mission is to support our students and programs. Continued discussion of significant growth in the Foundation's revenue. Commended Executive Director Laurie Coskey's participation, particularly over Summer 2020. "Since July, we have already generated \$2 million dollars to give to students. Due to AFT Guild, CARES, United Way, and have been able to make a difference in supporting students holistically."

Discussion continued to commend SDCE's emergency response to Coronavirus closure and organized course of action.

### **Annual Integrated Planning**

Annual Integrated Planning update by Jessica Leudtke

- A cycle has been developed for program review of data and feedback for Fall. This leads into Strategic Planning/Resource Allocation (both tied together now) to improve the Institutional Strategic Plans.
- A Timeline for spring has been added. Reviewed key dates and emphasis on budgeting/structure.
- Highlighted the Canvas shell and Kickoff email will be distributed Friday, September 11.
- Noted the Program review occurs Now-October 30 and Strategic Planning through Nov. 4
- Rolling over requests and program reviews from last year to use as a template for faculty. These data reports will be on one Excel spreadsheet that can be filtered through

Referred to the short-term Priorities document

### **Guide Planning and Resource Allocation**

Guide Planning and Resource Allocation update by Jessica Luedtke, VP PRIO

Reviewed Priorities (increase enrollment for online programming, etc.), Emergency Support and Readiness has been amended to allocate for pandemics.

Reviewed ongoing plans for Institution's Goals/Learning Outcomes, Internal/External Program Pathways, Maintain a Balanced Budget, continuation of Pathways. Matthew Rivaldi, Academic Senate VP recommended streamlining Faculty Registration, particularly when moving towards OEI CVC. Star Rivera-Lacey, VP Student Services discussed how data and priorities were taken.

Amendments to 2020-2021/2021-22 Priorities:

John Bromma, Academic Senate President asked if there would be a hierarchy of priorities, which was confirmed there were no prioritized plan. Amendment to prioritize Online Ecosystems as critical, prioritized first instead.

Motion to move the Online Ecosystem priority for 2020-2021 from #5 on the list to #1.

New priority added by President Turner Cortez: Streamline Faculty Registration and Enrollment Process

**Action Items:** Revised 2020-2021 Guide Planning and Resource Allocation Priorities  
Voting to adopt the revised form led by President Turner Cortez  
Approved as amended, MSP: *Kovrig/Nesbit*  
Unanimous approval with no abstentions

### **Informational Items:**

#### **ICOM Academy**

ICOM Academy update by President Turner Cortez

- Fully online program set to launch pilots this summer, and go-live this Fall

#### **Special Projects**

Update by Star Rivera-Lacey, Vice President Student Services

- **San Diego Gateway to College and Career**
  - Over 300 opportunity youth have been helped, we are trying to secure funding for the continuation
- **San Diego Promise**
  - 48 students have moved forward, we are looking to monitor their progress
- **Rising2Success Pathways (SDRM)**
  - Formalizing a new pathway, streamlining a new one which new information will be given soon.
- **Career & College Transition Centers**
  - United Ways/CARES Funding applications will be opened next week to help students affected by COVID-19.
- **SDCEats**
  - Upon returning to reopened operations, we will have a completely new Market Place at ECC opening.

#### **PIO Media and Marketing**

Update by President Turner Cortez in place of Ranessa Ashton, PIO

- President mentioned email updates will be sent and listed on SDCE website. “We have received positive media attention for ICOM Academy. We were planning on opening with 3 certificates, but we have expanded to 19 certificates and over 40 courses.”

#### **Reminder: 2020 EGC Calendar**

Update by President Turner Cortez

- Briefly touched on upcoming EGC dates. Confirmed there is no June 23<sup>rd</sup> meeting due to school ending on June 11<sup>th</sup>.

#### **Upcoming Important Dates:**

Upcoming Important Dates update by President Turner Cortez

- Reminded members to review list of upcoming events/dates listed on agenda, recommended any updates be given to NANC Assistants Juliette Bautista and Rebecca Lawrence
- Discussed the Public Calendar and Internal Calendars

#### **Round Table**

- Comments from several people about success of COVID-19 Response and hard work.
- Academic Senate VP Matthew Rivaldi announced Olivia Flores will continue on the Budget Committee for 2020-2021.
- President Turner Cortez stressed the importance of why we are continuing remotely in response to COVID-19.

Meeting adjourned at 3:37 PM