

**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.

January 23, 2019 ECC Rm. 106

2:00 p.m.

Carlos Turner Cortez, Chair

Members Present:

1. Carlos Turner Cortez, Representing for President
2. Michelle Fischthal, Vice President of Instruction
3. Esther Matthews, Acting, Vice President of Student Services
4. Jacqueline Sabanos, Vice President of Administrative Services
5. Richard Weinroth, Academic Senate President
6. John Bromma, Academic Senate President Elect
7. Carol Wilkinson, Representing for Dean of Deans
8. Timothy Pawlak, Academic Senate Chair of Chairs
9. Olivia Flores, Academic Senate Treasurer
10. Mary Leduc, Classified Senate
11. Mitza Lindsey, Classified Senate Treasurer
12. Rafael Orozco, ASB Representative

Members Absent: Neill Kovrig, ,

Guests: Allison Bechill, Ex. Dir SDCEF; Aaron Iffland, faculty; Jessica Luedtke, Dean of Planning, Research and Institutional Effectiveness; Jamila DeCarli, Acting Dean, DSPS; Jesus Rivas, Research and Planning Analyst; Matthew Rivaldi

Approval of Agenda

Approved as Amended, MSP *Leduc/Fischthal*

Approval of 01/09/19 Meeting Minutes

Approved as Amended by, MSP *Leduc/Matthews*

Abstentions: Carol Wilkinson

- Remove the phrase "*M. Fischthal advised*", for the action item sub-bullet under Accreditation report.

Presentation: DSPS by Acting Dean, Jamila DeCarli

- President, Carlos Cortez thanked Jamila on the outstanding job has done filling in as Acting Dean.
- Discussion on the unique culture, demographic and student needs that exists within DSPS ensued.
 - C. Cortez highlighted the need to take actionable steps to bring in Undergrads to do volunteer opportunities and think about where we market
 - Carlos asked M. Rivaldi, to report back to the Academic Senates Distance Education Committee, the idea of incorporating a 2 minute video, built into every course shell explaining how to access various programs.

Academic Senate Update

Academic Senate (AS) President, Richard Weinroth provided the following information:

- The Program Chairs election cycle to be held in February 2019
 - The election results will be posted on the Academic Senate webpage
- M. Rivaldi shared a document developed by the Academic Senate which details the urgent need to have e-mail storage size expand from 1GB to 5GB.

- M. Rivaldi asked that President Cortez along with the other VP's, share this request at the district level with the same sense of urgency that it is being brought forth.
- C. Cortez will take it to Chancellors Cabinet

Classified Senate Update

Classified Senate Representative, Neill Kovrig reported:

- Revising by-laws and will be going out this week.

Student Report

- No Report

BOT Meeting Update

- C. Cortez shared the following item updates with EGC members;
 - a) WIOA Title II: Decrease the budget \$44, 701
 - b) Strong Workforce Program: Accept Budget and Spend \$150,00
 - c) Request to Establish a 1.0 11-month Contract Position
 - d) Enter into a Contract with The Brig Camp Pendleton
 - e) Delete vacant .60 Faculty Position Establish 1.0 11 month PD Coordinator

Accreditation

- Planning Research and Institutional Effectiveness office will begin working with Strategic Plans that are in Campus Labs.
 - This additional data will help inform whether our institution is meeting the accreditation growth areas and the institutional goals. It will also help produce the spring report to help assess these areas.
- Planning Research and Institutional Effectiveness is also putting together a 'Governance Committee Self-Assessment', which was listed as a growth area and need for structure

Enrollment Management

- Dipped compared to this time last year.
- The summer will be smaller compared to last year to stay within FTEF allocation.
 - Scheduling will be done very strategically making sure not to impact students that need to complete programs etc.
 - C. Cortez highlighted that the new student success funding formula has caused the shift in summer programs.
 - This is the first year that growth is not the focus, but instead it's on outcomes.

Access, Retention, and Completion Committee

- At the last committee meeting they discussed the role of the ARCC committee within Guided Pathways and identified gaps.
 - Discussed how to integrate all the work within the different departments.
 - How to best use the infrastructure of this committee and make improvements.

Budget Committee

- Last meeting was held Monday, January 4, 2019.
 - Finalized all the submissions for the PPIS funding
- Next meeting will discuss the different categorical funding sources, the amounts that are available and the allowable uses for each different categorical.

Safety and Facilities Committee

- Meeting tomorrow to go over Rubric for ratings for the Safety and Facilities committee.
- Historic Preservation committee meets regularly and working on a variety of different initiatives for the institution.
- Sustainability committee will begin next month.

Professional Development Committee

- Last meeting discussed the Resource Allocation
 - Discussed some of the challenges and advantages of the current process and making sure mentors are in place for those who haven't yet completed it.

Technology Committee

- Met Thursday, January 17, 2019
- Wrapped up the initial scoring of the technology request, had 100% participation rate.
 - To deliver ranking of the Technology request by the next EGC meeting.

SDCE Foundation

- Foundation supports the recent idea C. Cortez introduced to offer barrier grants for any students who are also employees of the federal government currently displaced because of the furlough.
 - Announcement's on this to be made through the PIO
- Continue to engage other non-profits and for profit companies to provide training for their participants, clients and employees
 - Doing a series at the San Diego Housing Commission for their clients
 - Recently did some training with a company names, Diacon
 - ❖ **EGC members were invited to forward leads they may have to A. Bechill and K. Faulconer-Boger.**
 - This is a good way to help generate some income for you program, if any leads produce contracts.
 - Example of this is contract with Brigs Miramar & Camp Pendleton
 - A portion of the profit from this contract will go back into the HVAC and plumbing program.
- Currently trying to formalize the process for students to access the barrier grants.
 - To follow up with Program Chairs
- Scholarship Awards-April 22, 2019 at the Jacobs Center
 - 3 new scholarships
 1. Presidents Scholarship
 2. Scholarship in honor of a Former President, Dr. Bob Matthews
 3. 1,000 Scholarship from Phoenix University
 - More information on upcoming Scholarship event coming soon.

Action Items:

1. C. Cortez brought forth the Accreditation recommendation before committee, to review the name of the Institution as a committee and discuss how to proceed.
 - Option 1*-Review to maintain name and discuss how to proceed
 - Option 2*-Bring in an outside consultant
 - Option 3*-Go through a similar process internally
 - Members highlighted the benefits of maintaining same name while exploring branding opportunities to better explain who we are.
 - Create standardized core messaging points across the institution
 - Create explanatory messaging and tag lines shared by all campuses.
 - ❖ **Motion to approve Option 1 by Cortez/Leduc**
 - Motion carried
2. C. Cortez brought forth the recommendation to revisit the mission, the vision and the participatory manual at the mid-point of the accreditation cycle.
 - Recommending to move process to the fall, rather than have a 3 year revision of the handbook, change it to a 3 ½ year
 - C. Cortez reminded members that changes can be made to the handbook at any time, but not required.
 - These changes always require EGC approval
 - K. Laramie will keep a written list of approved changes, until the handbook gets reprinted
 - Handbook is reprinted every 3 years by R. Ashton
 - ❖ **Motion to approve by Cortez/ Leduc**
 - Motion carried

Informational Items:

- **Description and Update on Program Review and Resource Allocation Process**
 - The resource allocation committees are currently reviewing their resource requests and prioritizing them. They will bring their requests back to EGC as information item. These will then move onto management team for budgeting.
 - The program reviews have been sent out to the appropriate committees and they will be rating them according to a rubric.
 - Feedback survey for committees will be issued
- **Governance Self-Assessment**
 - This tool is a survey that will measure committees' effectiveness, efficiency, collaboration, transparency, use of evidence, and resource sufficiency during the 2018-2019 academic year.
 - This survey will be delivered to members of the Governance and Operational committees.
 - In this online survey members will relate their experience on their committee during the academic year of 2018-19.
 - J. Rivas distributed draft handouts of the 'Committee Self-Evaluation Survey' for members to review.
 - To deliver the final report in early May
 - This is not a request to change the governance handbook but a request for information.
 - E. Matthew highlighted the need to identify gaps. There seems to be disconnect or lack of communication between committees and sub-committees' and discussing the work that goes into rolling out an idea.
 - C. Cortez may want to enlist feedback from people outside the committees.
- **Community Summit on Education and Homelessness-**
 - The event held on Friday, February 18, 2019 was a success and was given good press coverage.

Special Projects

- San Diego Gateway to College and Career
 - Recruiting 24 students for an apprenticeship readiness program
 - Who will work 2 days in the field/ 3 days in the classroom and get paid for it.
- San Diego Promise
 - Meeting planned January 24, 2019 with new Governor coming in with aspirational goals to have free 2 year community colleges so it could change how the district is looking at Promise
- Veterans Opportunity Program(VOP)
 - Looking at the numbers of Veterans served, results coming soon.
- TECH/HIRE
 - No Update
- Rise to Success Pathways (SDRM)
 - Very active and preparing for the Summer to look at available programs
- Career and College Transition
 - Grand openings are being planned for February and these announcements will be coming out soon.
- Rising to Success Equity Centers
 - M. Rubalcaba starting 2 hour monthly veteran workshops, as numbers of veterans are increasing. Flyers forthcoming.
- SDCEats & Farm to Family Fair
 - Next event is scheduled for February 6, 2019
 - Received 2 grants-both grants are for capital item(freezer and electrical upgrades in the food pantry)

PIO Media and Marketing Updates:

- No update

Upcoming Important Dates: Date Correction: Commencement & Reception Saturday May 25, 2019 at 11:00 A.M.

Round Table:

- Continuing Education float placed 2nd in MLK Parade with over 200 SDCE participants.
- A. Bechill is involved in the very initial stages of her search for a local Ghost writer/Historian for an upcoming and budgeted Historical Preservation project. Please refer anyone you know to A. Bechill.
- M. Fischthal reported on the e-mail update she received back from R. Weinroth, regarding the Academic Senate's participation on the district calendar committee.

- It was related that Jim Mahler requested that the Senate let him know in the fall who the Senate would like to have involved in that committee.

Meeting adjourned at 4:05 pm