

**SAN DIEGO CONTINUING EDUCATION  
EXECUTIVE GOVERNANCE COUNCIL  
May 23, 2018 ECC Rm. 106  
2:00 p.m.  
Carlos Turner Cortez, Chair**

**Members Present:**

1. Carlos Turner Cortez, President
2. Richard Weinroth, Academic Senate President
3. Neill Kovrig, Classified Senate President
4. Mark Nesbitt(Representing Vice President of Administrative Services, Jacqueline Sabanos)
5. Michelle Fischthal, Vice President of Instruction
6. Star Rivera-Lacey, Vice President of Student Services
7. Robin Carvajal, Dean of Deans
8. Antoinette Griffin-Brown, Vice President Academic Senate
9. Esther Anthony Thomas, Vice President Classified Senate
10. Caron Lieber, Academic Senate

**Members Absent:** Jacqueline Sabanos, Krystal Monal, John Bromma,

**Guests:** Jessica Luedtke, Acting Dean, Esther Matthews, Dean of Counseling, Ranessa Ashton, PIO, Allison Bechill, Ex. Director SDCEF, Aaron Iffland, Faculty Member BIT, Rachel Rose

**Approval of Agenda**

Agenda Approved, MSP *Weinroth/Lieber*

**Approval of Minutes**

Approved as Amended by, MSP *Weinroth/Lieber*

- Member name should appear as '*Caron Lieber*'
- Updated 'The *STAR* Conference' to its proper acronym

**Program Presentations**

- Jessica Luedtke provided a presentation on '**2017/18 Strategic Planning & Accreditation Action Plan Update**'
- Esther Matthew provided a presentation on '**Orientation & Assessment**'
  - Carlos recommended having FTEF mandatory entering & exiting orientations, to also make available an online orientation w/ supervision that is available in multiple languages.
  - 'Student Onboarding'

**Academic Senate Update**

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

- The following resolution handouts were presented;
  - Resolution SDCE Vote of No Confidence State Chancellor
  - Resolution Increasing Contract Faculty
  - Resolution Increasing Faculty Voice in Budget Decisions
- Richard publicly thanked Caron Lieber, Antoinette Griffin-Brown, and Donna Namdar for their work with the Academic Senate
- In the fall the Academic Senate officers will be Richard Gholson, Curriculum Chair; Olivia Flores, Treasurer; John Bromma, President Elect; Timothy Pollack, Chair of Chairs; Matthew Rivaldi, Secretary; and Richard Weinroth, President.

- 4 faculty members presented at the ‘Academic Senate Career Non-Credit Institute’ event on May 3-5, 2018: Marne Foster, John Louie, Edith Quintero, and Bernie Rodriguez.
  - Carlos encouraged faculty to take pictures and submit a blurb to the CE Newsletter when they present at future events.

### **Classified Senate Update**

Classified Senate President, Neill Kovrig reported:

- Classified Senate is collecting information regarding feedback from Classified Professional Development STAR Conference as well as the Appreciation events.
- Elections in the next couple of weeks. Will have a new Secretary Treasurer.
- Neill asked members to please encourage Classified Professionals to consider Classified Senate participation Board but also for any Committees and or hiring committees.
- Neill will be presenting on a panel on June 14, 2018 at the CLI, the Classified Leadership Institute in Ventura. To present findings as a District as well as a workshop regarding Classified and Academic Senate collaboration.
  - Carlos took a few minutes to recognize the outstanding job the Classified Senate and organizing committee did with the Star Conference. He received excellent feedback.
  - Neill thanked the Institution as a whole and Carlos as well as the entire Executive Team for allowing Classified Professionals to attend such events. A special thanks was given to Cindy Ibarra and Andre Lucas for helping with campus coverage.

### **BOT Meeting Update**

- The following handouts were presented;
  - Two(2)DSPS Instructor Positions
  - Deletion of Vacant Student Services Admin Tech Position

### **Accreditation**

- No update

### **Enrollment Management**

- Up in average class size and continuing to increase
- Taking strategic look to increase scheduled class sizes

### **Access, Retention, and Completion Committee**

- Had their last meeting before summer break. Discussed Calendar and Student Services events (agenda item #17)

### **Budget Committee**

- Final numbers for PPIS have gone through
- Have not yet received new allocation information, will send out once it is received.

### **Safety and Facilities Committee**

- Meeting May 24, 2018- No update

### **Professional Development Committee**

- Met last week
- Request from Neill to have more participation from the Classified Senate
- Regarding ‘Passport to Success’, Rachel and Roma are documenting the impact of onboarding and training. Also discussing plans for next year

### **Technology Committee**

- To continue work on Technology plan over the summer.

## **SDCE Foundation**

- SDEats to address hunger and security issues
- To officially launch, 'Farm to Family Fair' Wednesday November 7, 2018, and then on the 1<sup>st</sup> Wednesday of each month thereafter.
- Every month the theme will change.
- Save the date info on this event will be forth coming
- Allison asked to have representation from members present and anyone from their respective programs or body's to join SDCE Foundation monthly planning committee.
- Hiring a Business Services Manager, an employee of the Foundation working for Gateway Program.

## **Action Items**

### **Recommendation to Approve AEBG Year 4 Plan**

- The AEBG Year 4 Plan SDCE Final Draft was presented by Rachel Rose.
- To turn into State by June 30, 2018, due by September 30, 2018
- Neill asked that Classified Senate be included in upcoming revisions
- Motion to approve by *Carlos Cortez* and Approved by *All present*

## **Informational Items:**

### **President's Grants for Innovation and Equity**

- Application closed June 1, 2018
- Awardees to be announced June 31, 2018
- Carlos requests that the applications to fund be ranked, rather than selected.

### **SDCE Calendar (handout)**

- Proposed 'Communications plan' handout presented
- Carlos's proposed solution is to go to manual by July, 2018, to help improve the electronic process next year.
  - Buy a large paper calendar. Using three different colors to help sort upcoming events for internal, both internal and external and for just external.
  - Do a staggered approach to prioritize, getting the required dates on first, things like State mandates and District mandates, Institutional events, etc.)
  - Print out current month and next month's calendar and present at EGC/DGC meetings for review.
  - Handout tutorial of how to access calendar to be distributed Michelle and Star can pass out.
  - Key events to be highlighted on 'SDCE Newsletter' every month. (Convocation, Presidents Tea...etc)
- Richard proposed just adding a floating link for master calendar under 'Organization', next to 'Faculty and Staff Resources'.
- Ranessa to help create this link
- Caron will send Star a sample of the 'State Academic Calendar' for her review

### **Faculty Priority Hiring Committee Prioritization List**

- Handout presented of an 'Informational Item' list

### **Safety Issue at SDCE Mesa: Open Wall Adjacent to Stairway/Danger When it Rains**

- Constance Chancellor supportive at DGC
- Per Neill-Lance Lareau has proposed a more structured approach to when the garage door opened and closed to help mitigate the wind tunnel effect that occurs in CE Mesa. He suggested having the locksmith unlock the door that is next to the garage as well as the doubled door entrance. He also recommended replacing the grating with glass on the west corner of the building. This will be easier to clean and keep staircase dry from outside elements.

### **Email Capacity Options for Faculty**

- Per Richard-Please provide instructions on Faculty can offload e-mails onto Faculty members' individual H drives.
- Mark will follow up on this item

### **Open Educational Resources Grant**

- No Update

### **Non-Instructional Release Opportunities**

- To be selected and will be notified within the next 24 hours and announced before the end of the week.

### **2017-2018 Employee Hiring**

- a. Administration-Hiring Dean of PRIE and Dean of C&CT this summer.
- b. Faculty-Healthcare and Careers is almost complete. DSPS Counselor was just hired. Faculty on prioritization list will begin this fall.
- c. Classified-Office Manager position is open. Laura Burgess is retiring.

### **IEPI Update**

- Currently putting together an integrated planning manual and clarifying the resource allocation process in line with program review.
- Creating high level graphics to help explain process.
- A long-term process and part of IEPI plan for funding.

### **Special Projects**

- a. San Diego Gateway to College and Career-Audit was clean
- b. San Diego Promise-Waiting for direction from District
- c. CalTRANS- No update
- d. TECH/HIRE- Internships on hold until July 1, 2018. To get data back as of June 30, 2018 to see how successful program was this last year.
- e. SDRM-Working on second cohort, which will include women. Cohort one will be participating in commencement.
- f. Career & College Transition-Having final interviews and expect the Dean of Career & College Transition to be on July 1, 2018.
- g. Rising to Success Equity Centers-Still working on plan along with facilities
- h. SDCEats & Farm to Family Fair-No Update
- i. Commencement- Four other major events will be happening simultaneously that day. Expect parking to be particularly challenging. Caps and gowns ready to pick up. (Stage sees Laura, Faculty sees Ron).

### **PIO Media and Marketing Updates:**

- Pitched media release today for commencement and will do media advisory closer to the date of event. Preparing video for student speaker to tell her story. A video that will capture day of events, post commencement.
- Creating a series of digital ads to complement the strong workforce marketing. Working with Program Deans to gain access into classroom for help in updating pictures for media library.

### **Important Upcoming Dates: None**

**Round Table:** Richard expressed the need to be very careful in not labeling students in the media. Star is already aware of the most recent incident and is on top of it and feels a heightened sensitivity towards this issue moving forward. Senate has now finished the review for the Faculty evaluation instrument. An interactive PDF and will be sent to Jim Mahler.

Meeting adjourned at 4:00 pm