

**SAN DIEGO CONTINUING EDUCATION
EXECUTIVE GOVERNANCE COUNCIL**

April 25, 2018 ECC Rm. 106

2:00 p.m.

Carlos Cortez, Chair

Members Present:

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

Members Absent: Antoinette Griffin-Brown, Vice President Academic Senate

Guests: Maureen Rubalcaba, Matthew Rivaldi, Allison Bechill, Executive Director of Foundation

Approval of Agenda

Agenda Approved, MSP *Kovrig/Weinroth*

- Discussion ensued on active Student participation in our Participatory Governance meetings and Foundation meetings.
- Carlos suggests Student leadership awards that comes with Scholarship or stipend
- ASB to give updates
- Caren Lieber suggests rotating meeting locations to have representation from other campuses.
- Per Carlos- To assign needs to be assigned to one Committee. Cannot rotate EGC

Approval of Minutes

Approved as Amended by, MSP *Kovrig/Weinroth* Abstention by *Matthew Rivaldi*

- Per Richard- Change wording from “There is a tremendous amount of additional square footage, post Proposition S and N”

Program Presentation

Maureen Rubalcaba provided a presentation on ‘**Alumni Engagement**’

- Brainstormed ideas to help create structure for Alumni services.
- Discussed an online ‘**Petition to Graduation Opt-In**’, feature.
- Carlos stated that Alumni engagement is part of the Foundations strategic goals however not much has been done because they don’t know how to reach Alumni. Does not feel it should be a manual process. He recommends forming a committee to research approaches of other institutions as well as get legal opinion, particularly, on privacy issues & how e-mail correspondence from our institution may be categorized as Spam. Obtain district policy guidelines.
 1. Develop database with constituent specific or tailored emails and newsletter, with one email from your home program. (What’s new in....)
 2. Map out what the options are and the benefits to the different constituent groups to then use that exercise to focus in on two or three activities that we can take on around Alumni engagement that meets the users where they want to be met.

3. Form a small committee that includes Outreach, Career, Foundation and Student Services to return with update in early fall.
 - Star requested additional help from Carlos, Richard and Neill with moving the District along with this.
 - John Bromma-alumni services and career services overlap. People want to be alumni when there is a value to doing so, such as job placement. Consider bringing alumni back as an advisor, to share what their experience has been with other students.
 - Caren Lieber suggests having the 'Opt-In' box, at the front end of registration instead of the back end.
 - Robin Carvajal suggests creating something similar to 'MailChimp', to engage alumni. They have the option to 'opt out'. It's done prior to orientation, for them to sign up for orientation. Michelle Fischthal added that this means, not all are necessarily considered students. Robin also suggests Alumni Advisory day/Committee
 - Matthew Rivaldi suggests identifying for the alumni what the value is to them, community and students? Gave an example of a graduate that wants to know how to post a job and how it will be seen by 60,000 people and have come to his new restaurant etc. Highlighting incentives to encourage Alumni to 'Opt-In' (job placement, help promote their skills, business and services etc.
- Per Carlos-program presentations are now complete for Student Services, so rather than redo those presentations, we will move forward to begin presentations on Instruction, what's currently happening now and future plans.

Academic Senate Update

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

- Per John Bromma- IEPI finished
- State Plenary was a success. Brought forth FLEX resolution. Waiting to see how AB705 could potentially affect us.
- Will attend a 3-day 'Part Time Institute' event August 3-5 in San Francisco for Professional Development.
- SDCE will have two presenters at the 'CTE Non-Credit Institute' event being held at the Westin in Irvine on May 3, 2018.
- Faculty Leadership Institute is on June 14, 2018 at the San Diego Sheraton Hotel. Encouraging Academic Senate to go.

Classified Senate Update

Classified Senate President, Neill Kovrig reported:

- Open house on April 18, 2018 was a success and did a lot of goal setting with hopes of having implemented in the course of the next several years.
- SDCE Classified Senate will be hosting the first SDICCCA, Classified Senate Leadership Round Table on Friday May 4, 2018 at CE Mesa.
- Elections are still in progress
- Neill was asked to present at the classified leadership Institute held in Ventura on June 14, 2018. To present a workshop on collaboration.
- Neill is sitting on a panel related to the classified leadership development project that was part of IEPI.
- Nominations for People's Choice Awards have closed, with voting occurring shortly. Neill to send out an email reminder for the 'People's Choice Awards' on April 26, 2018.
- The Star Conference (Classified Professional Development Program) will be held on May 7, 2018. Meeting tomorrow morning April 26, 2018 to finalize this event. The Staff Training and Retention Conference to be combined with the Classified Appreciation kick off for that week as well as the Classified Professional Service Awards ceremony at 2:00pm with the Chancellor and members of the Board of Trustees.
- Classified professionals are expected to attend. Krystal Monal asked that the Vice Presidents issue an email encouraging attendance. Carlos will have Ranessa write a message in his behalf on April 30, 2018 and then Jackie to issue another email reminder for event on Friday May 4, 2018.

BOT Meeting Update

- Received a huge addition in funding for AEBG next year, in fact over budget and able to implement plans
- Next Meeting is at ECC on April 26, 2018 at 5:00pm. Prior to this, at 4:00pm to showcase a program presentation that will include a combination of Student speakers, Community speakers and Board of trustees. At 3:30 pm the Board of Trustees will meet in room 106 and speak to anyone who wants to speak to them.
- Food pantry soft opening is Friday April 27, 2018. Formal announcement of the hours of the Food Pantry will go out next week.

Accreditation

- May 3, 2018, Sub-committee meeting. The Sub-committee will be going through to update the action plan, which was from Strategic plan.
- It was rumored that the Credit Institutions were going to a 7 year accreditation cycle. Michelle has now received this information in writing from Vice Chancellor, and will try to align our institution to it.
- Carlos stated that our Institution has received a charge from the Chancellor on name change. To begin conversations in the fall. This will lead to recommendations of potential alternative names. Will possibly include focus groups, Alumni, current students and prospective students. Jackie and Carlos are going to see if District will assume the cost.

Enrollment Management

- Close to identifying a date for an upcoming Enrollment Management workshop. To help in making more data informed decisions moving forward with Scheduling.

Access, Retention, and Completion Committee

- Class schedule discussion to continue into fall
- Retention survey went out as a Pilot, and then went out again. Now waiting for those results.
- Committee will review and IE department will then sift through data.

Budget Committee

- Governors Revise on May 15, 2018
- More to come on the new funding formula for Non-Credit

Safety and Facilities Committee

- Nearly finished with emergency action plan and will be rolling it out to other campuses.
- ECC evacuation drill completed in less than 5 minutes last week.
- Will be rolling out, 'Safety Week'

Professional Development Committee

- Met last week with joint FLEX committee. Working to identify FLEX activities earlier and do planning around the themes and the pillars.

Technology Committee

- Should have a full technology plan by the end of May.

SDCE Foundation

- Raised just shy of \$200,000
- Will be posting a Business Services Representative position soon.

Action Items

None

Informational Items:

Academic Senate Resolution

- Handout copy of resolution received by Matthew Rivaldi. Handout entitled, “SDCE Academic Senate Distance Education-Identify and Remove Barriers to Offering Noncredit Distance Education Courses”.
- Approved resolution unanimously.

Stars on the Rise SDCE Scholarship and Awards Event:

- Met April 25, 2018 to discuss what changes can be made for next year’s Scholarship event.
- Star and Allison received a list of 35 suggestions for improvements
- To consider basket guidelines for next year (standard size, items excluded such as chocolates, what percentage will have liquor etc...)
- Esther Anthony-Thomas suggests having more classified presence at this event.
- Carlos stated that this event has already helped generate revenue.

ECC and Mid-City Facilities Planning Forums

- Waiting for approval on \$75,000 that will help with upgrades at Mid-City campus
- ECC waiting on prices for proposed facilities upgrades

IEPI Update

- Submitted to the State.

Special Projects

- San Diego Gateway to College and Career
 - No Update
- San Diego Promise
 - Next Thursday May 3, 2018 having meeting at the District to get more clarity on the Promise. Expecting to have some clear parameters. Currently have an interest list of 100 students.
- CalTRANS
 - Currently still has 53 Students
- TECH/HIRE
 - Michelle Grey will give a presentation at the Board meeting. She will touch on Tech Hire and there will be a Student who will talk about his internship.
- SDRM
 - Will be at Board meeting April 26, 2018
- Feeding San Diego
 - Food Pantry soft opening for Board members are on Thursday April 26, 2018. Food Pantry will be up and running next week from room 57.
 - Soft opening and food distribution for Farmers Market happening Friday April 27, 2018. Official launch is in the fall.

PIO Media and Marketing Updates:

- Increased marketing budget from \$40,000 to \$400,00 in last year, primarily in Strong Workforce.

Important Upcoming Dates:

Date/Time	Event	Location
Monday, May 7, 2018 2:00 – 3:30 pm	Classified Service Awards	ECC

Monday – Thursday, May 7-11, 2018 TBD	Classified Appreciation	All Campuses
Thursday, May 31, 2018 2:00 – 4:00 pm	Commencement Rehearsal	Organ Pavilion, Balboa Park
Friday, June 1, 2018 3:00 – 4:30 pm	Commencement Reception	The Prado, Balboa Park
Friday, June 1, 2018 5:00 – 7:00 pm	Commencement	Organ Pavilion, Balboa Park

Round Table:

Esther Anthony Thomas- April 27, 2018 is National Wellness Day
Neill-Will be the narrator on the SDCCD videos that will be produced.

Meeting adjourned at 4:00