

San Diego Continuing Education
Executive Governance Council
Wednesday, January 25, 2017
ECC Room 121 Conference Room
2:00 PM

The meeting was called to order at 2:04PM by the Vice President of Administrative Services, Jacqueline Sabanos. The following members were noted as present: J. Sabanos, R. Flores (for Monal), T. Pawlak, A. Griffin, M. LeDuc, J. Signaigo Cox, S. Rivera-Lacey, R. Weinroth, N. Kovrig, K. Alder

Guests: L. Crosby-Howell, R. Ashton

1. Approval of Agenda All
 - a. *MSC LeDuc/Signaigo-Cox to approve as proposed.*
2. Approval of Minutes..... All
 - a. Without objection, this item was tabled to the next meeting.
3. Program Presentation: Culinary Arts..... Crosby-Howell
 - a. Dean Crosby-Howell provided a brief overview of the Culinary Arts program at the West City Campus.
4. Academic Senate Update..... Weinroth
 - a. R. Weinroth reported that the Marketing Committee held its first meeting during the preceding week, and discussed that C. Turner Cortez would make an address at the ACCE Conference, to be held here in San Diego. A reduced conference fee of \$60 has been arranged, however it is unclear if additional benefit is available for that fee, or if that fee covers only attendance at the president's address.
5. Classified Senate Update Kovrig
 - a. M. LeDuc reported that the Senate held a Joint Session with Academic Senate to receive the report on the 2nd Year of the AEBG Plan.
6. BOT Meeting Update Sabanos
 - a. J. Sabanos opened discussion on items scheduled for the Board meeting; K. Alder reported on upcoming positions for Board approval, including: Dean of BIT/Distance Education; Program Activity Managers (2); Associate Dean of College/Workforce; Student Job Placement Specialists (3); Research Associate; Counselors (2); Student Services Assistants (2). J. Signaigo-Cox indicated that approval for Service Advisor course/program certificate in CTE is also pending this Board meeting.
7. Accreditation Update..... Alder
 - a. K. Alder reported that hard-copies of the Self-Study had been prepared and are being sent express to the members of the visiting team. A breakout session activity for Spring FLEX has been developed, to assist faculty and staff in preparing for the visit and for potential questions to be asked by the visiting team.
8. PIO Media and Marketing Updates Ashton
 - a. R. Ashton reported that showcase materials are being developed for use during Accreditation – the deadline to request such materials is 3 February. Various other materials, flyers, and press releases and reports are being prepared for the Spring semester, including a spot on 10News regarding the Accelerated HSDP.
9. Special Projects and Grants
 - a. Innovations/Promise Grants Update Alder/Rivera-Lacey
 - i. S. Rivera-Lacey indicated that Innovations Grants are instructional in nature, and Promise Grants are relative to student services.

- b. San Diego Gateway to College and Career: Enrolling now! Alder/Rivera-Lacey
 - i. K. Alder reported that enrollment for the Gateway program is ongoing, and has been tied to FELI training previously received by faculty.
 - c. San Diego Rescue Mission: Enrolling now!..... Alder/Rivera-Lacey
 - i. K. Alder reported that classes are being offered at the Rescue Mission and other locations, with outreach, academic counseling, and instructional services provided on-site for the homeless populations served there.
10. SDCE Foundation: Employee Payroll Deduction Update..... Sabanos
- a. J. Sabanos reported that contributions are ongoing at this time.
11. Classified Professional Development Plan (including onboarding) Sabanos/Rivera-Lacey
- a. S. Rivera-Lacey noted three areas of primary focus: development of Classified onboarding, professional development days scheduled for July, and Classified appreciation events
12. Upcoming Important Dates All
- Flex and Institution Days: January 30-31, 2017
 - Spring Campus Visits: Late March/April
 - Accreditation Site Visit, March 12-15
 - Scholarship Awards Event: April 19, 2017 @ 4:00 PM at ECC
 - Manager’s Retreat (**tentative**), April 28 @ 9:00 AM – 2:00 PM
 - Faculty Appreciation Event **April TBD**
 - Classified Appreciation Week May 8-11 **TBD**
 - Commencement Rehearsal: June 1
 - Commencement: June 2
13. Round TableAll
- a. R. Weinroth reported that a specific training was requested for training faculty on PeopleSoft prepaid travel requests, which will be held 30 January during Spring FLEX. The faculty request that accounting technicians responsible for faculty travel also be included in the training. He also reported on attending a session during the Mesa College Classified Senate professional development activities, regarding Food and Housing Stability for students.
 - b. K. Alder reported that Leslie Quinones and the DSP&S department have been recognized by Sharp Rees-Stealy with a Community Service Award.
 - c. S. Rivera-Lacey reported that, due to a pending report for SSSP, ancillary expenditures under that program are presently frozen until approximately mid-February. Also, effective 1 February, Esther Matthew will assume the role of Dean of Counseling, and Maureen Ruvalcaba will assume the role of Dean of Student Equity. Presently, Student Services Technicians will not be moving to assigned campuses until further notice. Employees assigned to ERP will be returning to their ERP assignments at the District Office on 13 February.

Without objection, the meeting was adjourned at 3:31PM.

SUBMITTED: 8 FEBRUARY 2017 NKK