

**SAN DIEGO CONTINUING EDUCATION
EXECUTIVE GOVERNANCE COUNCIL**

May 9, 2018 ECC Rm. 106

2:00 p.m.

Star Rivera-Lacey, Chair

Members Present:

1. Star Rivera-Lacey, Vice President of Student 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. Robin Carvajal, Dean of Deans
6. John Bromma, Academic Senate, Chair of Program Chairs
7. Esther Anthony Thomas, Vice President, Classified Senate
8. Caron Lieber, Academic Senate

Members Absent: Carlos Turner Cortez, Jacqueline Sabanos, Antoinette Griffin-Brown, Krystal Monal

Guests: Theresa Ortiz, Caren Lieber, Ranessa Ashton PIO

Approval of Agenda

Agenda Approved, MSP *Weinroth/Carvajal*

- o Academic Senate 'Open House' event was added to item number '22. Special Projects' of the agenda

Approval of Minutes

Approved as Amended by, MSP *Kovrig/Weinroth* Abstention by *John Bromma*

Program Presentation

Star Rivera-Lacey provided a presentation on 'Commencement'

- o A total of 402 Graduates crossed the Commencement stage last year
- o Over 101 faculty participated last year and we can expect over 100 Faculty to attend this year.
- o Ron Flores is faculty cap and gown contact. Theresa Ortiz suggests picking up cap & gowns early to get wrinkles out.
- o Commencement rehearsal will be held on May 31, 2018 between 2-5:00 pm at Organ Pavilion, Balboa Park
- o Reception will be held on June 6, 2018 between 3-4:30 pm at The Prado, Balboa Park in garden area
- o Commencement will be held on June 6,2018 between 5-7:00 pm at Organ Pavilion, Balboa Park

Academic Senate Update

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

- Anticipate upcoming resolutions
- Upcoming 'Faculty Leadership Institute' event on June 14-16, 2018 at the San Diego Sheraton Hotel. Encouraging Academic Senate to go.

Classified Senate Update

Classified Senate President, Neill Kovrig reported:

- The Star Conference (Classified Professional Development Program) held on May 7, 2018 was a success. Neill thanked all who participated and extended a special thanks to Michelle Ficsthal for providing an excellent, encouraging and inspirational welcome to attendees. Nominees will receive their certificates along with the reason for their nomination. Esther expressed how this event allows individuals to feel recognized and heard. Also, how it is part of a larger arena to connect and bond with faculty and other classified professionals.
- Hawaiian themed Breakfast at West City on May 10, 2018
- Next Classified Senate meeting is on May 16, 2018 at West City

- Classified Senate workshop held on Monday May 7, 2018 was well attended.
- CE Classified Senate hosted the first ‘SDICCCA, Classified Senate Leadership Round Table’ on Friday May 4, 2018. It was held at CE Mesa because of its central location and may continue be the location for future ‘Leadership Round Table’ meetings.

BOT Meeting Update

- BOT next meeting is May 10, 2018
- Two Programs and three courses submitted by the District office have been approved. These are, ‘The Cyber Threat’ and ‘The Response Program’ and ‘The Cyber of Security Analyst’ program. These programs are stackable and share one course, together.

Accreditation

- Committee meeting next week. No update.

Enrollment Management

- Upcoming meeting to continue around workshop that occurred at Miramar and its relevance to Non-Credit.
- Michelle to discuss ‘funding formula’ and ‘measuring enrollment/ACS of 26’ with Richard at their next meeting.

Access, Retention, and Completion Committee

- Meeting next week. No update

Budget Committee

- No update

Safety and Facilities Committee

- No update

Professional Development Committee

- Meeting next week.

Technology Committee

- Moving forward on the technology plan.

SDCE Foundation

- Meeting next week.

Action Items

- None

Informational Items:

President’s Grants for Innovation and Equity

- June 1, 2018 needs to be submitted. July 1, 2018 they will make the project announcements. Projects have to happen by July 1, 2018 and have completion by July 1, 2019.
- Star will e-mail Carlos and cc Kim to express how the committee that will be reviewing this would like a little more direction and clarity on rubrics/6 pillars etc ...
- To get clarity from Carlos at the next EGC meeting.

Open Educational Resources Grant

- Survey went out on ‘Interest and participating’ in training and developing some OER materials at the end of August

Non-Instructional Release Opportunities

- Three positions vacated in the middle of 2 year term. Reviewing a few applications and will meet to coordinate in next couple of weeks in order to get assignments out.

2017-2018 Employee Hiring

a. Administrators

- Currently going into interview process for ‘College and Career Transition Dean’ as well as for PRIE- ‘Planning Research and Institutional Effectiveness’.

- Hiring for 4 Job Developers, 3 for Strong workforce and 1 for CalWORKs.
 - Funding for 2 additional Instructional faculty positions.
- b. Faculty Prioritizing**
- Will be hearing something from the President in the next couple of weeks.
- c. Key Classified:** Office of Instruction; Office of Student Services; Office Manager
- The absence of Key members(ERP, Retirement, etc...) is a concern
 - Working hard to determine how to best resolve this issue.

SDCE Calendar (handout)

- Discussion ensued on ‘**SDCE Calendar/Institutional Communication**’
- Suggestions were made on how best to utilize the master and student calendars as well as improve its accessibility.
- Richard proposed creating an ‘Institutional Calendar’ link within our current “Organization’ drop down menu, where one can already access our ‘Student Calendar’. He also suggests having the ‘Institutional Calendar’ updated on a consistent basis to help minimize scheduling conflicts and duplicate event entries. Also recommends reducing the number of clicks it takes to access the Master calendar.(1. *SDCE.edu*, 2. *Organization*, 3. *Faculty and Staff Resources*, 4. *See Quick Links > Master Calendar*)
- Ranessa expressed how the individual listing an event has access to manage their own event in these calendars.
- Star will take the above concerns and many others to the next ARC meeting:
 - Who populates it?
 - Managing event listings is a training workshop or tutorial issue`
 - Clarity needed to help distinguish which calendar one is accessing on website.
 - Institutional Calendar is not password protected
 - Student calendar should be populated with upcoming events, since this reflects positively on our Institution.
- Star would like to have ‘SDCE Calendar Communication’ on next EGC agenda
- Richard requests for Senate and Faculty be notified when changes to an On-site event occur. (i.e. Open House-Food Pantry event)
- Per Star, agrees communication is critical. (Flyers, Master calendar, send on the DL or even a quick presentation to Academic & Classified senate meetings etc...)
- Caren suggests a weekly newsletter similar to the one Palomar issues out. It not only contains past history but has a list of embedded links to access the newest information about upcoming events. This doesn’t overburden the faculty with an inundation of email notifications.
- Caren agreed to send Star sample of the Palomar newsletter & Senate email on workshops.
- Per Michelle, IEPI does address ‘Institutional Communication’ as well.

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

- Richard expressed his desire to have Carlos sign on before he attends DGC next Weds.
- Richard agreed to send Carlos an email explaining this situation and to cc Jackie, Star, and Michelle.
- Keep this item, under ‘Informational’ on next EGC agenda

IEPI Update

- Submitted to state and going through the process to receive the funds.
- Jessica and John are putting together a summer plan & workgroups are being put together.

Special Projects

- a. San Diego Gateway to College and Career**
- Lori came on board. She had a spot on KUSI with Carlos speaking about expansion and what we are trying to do with opportunity youth.
- b. San Diego Promise**
- Currently have an interest list of 100 students, still waiting for some guidance.

- c. CalTRANS
 - No update
- d. TECH/HIRE
 - No update. Will work with Michelle to get numbers.
- e. SDRM
 - These students will participate in Commencement.
 - Now ‘Rising to Success Students’
 - This program will soon include women
- f. Feeding San Diego
 - ‘Food Pantry’ for CE students is now open. (@SDCEats)
 - ‘Farmers Market’ is a community event that will be coming in the fall. Open to the general public. To be on the exterior of the campus.

PIO Media and Marketing Updates:

- Supporting Scholarship and Commencement event. Providing signage and posters.
- Recently completed two power point presentations & video, highlighting the student success from the SDRM. Video featured Ozzie.
- News releases this past month included the, ‘Pre and Post Scholarship’ and the Hispanic Outlook picked that up, the award Jessica and Michelle picked up on behalf of CE and the hire of Dr. Laurie Coskey that did result in the segment on KUSI.
- Submitted an article highlighting SDCE partnership with SDRM that will be featured in the June, District newsletter.
- Submitted an article about our Citizenship students. Four students were interviewed for an article focusing on international students and how were serving them.

Important Upcoming Dates:

Date/Time	Event	Location
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:

Michelle-Alex Berry is the latest Instructional Services new hire.

Richard-Recommends including a “Professional” photo of new hire in conjunction with e-mail intros. Michelle will bring this up in EPC.

Esther Anthony Thomas- Expressed her appreciation for the food service VP’s participated in but also encouraged VP’s to sit down at their tables and chat at future events. Suggests having your faculty ID made at the District Office.

Richard- Recommends inviting District to Convocation to fulfill ID badge requests. Star will bring this idea to Carlos.

Richard- Will be attending an upcoming retirement brunch and recommends that someone from Exec team attend. If so be advised seats sell out quickly, so must reserve seat soon. Star will take to EPC on Tues.

Caron- On a State committee for putting on a PT Institute in August. Held in SF for 3 days during Aug 2-4,2018. Fully paid for, funded and includes transportation.

Meeting adjourned at 4:00 pm