

**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.*

**March 10, 2021**

**2:00 p.m.**

**Via Zoom**

**Carlos Turner Cortez, Chair**

**Call to Order: 2:04pm**

**Members Present:**

1. Carlos Turner Cortez, SDCCE President
2. Mark Nesbit on behalf of Jacqueline Sabanos, Vice President Administrative Services
3. Michelle Fischthal, Vice President Instructional Services
4. Star Rivera Lacey, Vice President Student Services
5. Andrei Lucas, Dean, Automotive, Skilled and Technical Trades
6. Neill Kovrig, President, Classified Senate
7. Ed Madrid, Vice President, Classified Senate
8. John Bromma, President, Academic Senate
9. Matthew Rivaldi, Vice President, Academic Senate
10. Rachel Rose, Chair of Chairs, Academic Senate
11. Mitza Lindsey, Secretary Treasurer, Classified Senate
12. Danielle Ninness, Member at Large, Classified Senate

**Members Absent:** Richard Weinroth, Academic Senate, Past President; Olivia Flores, Academic Senate Treasurer

**Guests:** Laurie Coskey, Ex. Director, SDCEF, Jessica Luedtke, Dean PRIE, Timothy Pawlak, Faculty, Linda Osborn, Dean Emeritus, Claudia Tornsauffer, Faculty

**Approval of Agenda**

Approved as Amended, MSP: Rose, Kovrig

Abstentions: None

**Approval of 03/10/2021 Meeting Minutes**

Approved, MSP: Lindsey, Kovrig

Abstentions:

**Presentation**

Child Development and Emeritus Programs by Linda Osborn and Claudia Tornsauffer

**Academic Senate Update**

Academic Senate update by John Bromma, Academic Senate President

- Academic Senate met last week and passed some changes to our Constitution. We are now fully representing every department in the Senate and added a couple departments so that everybody has a voice.
- We also passed a resolution supporting the baccalaureate programs, as well as a letter of support for the Asian American and Pacific Islander Americans being the target of racism and hatred to state that we do not condone or support any of that kind of behavior.
- There was a lively discussion about how to handle students who are doing less savory things during Zoom classes. I will be meeting with our VPSS and Student Discipline Deans tomorrow to help faculty be prepared.

- Bobby Atkins will be providing a presentation for women's history month, and I encourage you to go and learn about our DSPS Faculty.

### **Classified Senate Update**

Classified Senate update by Neill Kovrig, Classified Senate President

- Monday, the 29<sup>th</sup> is the STAR Conference for Classified Professional Development. We have a full day schedule planned, starting with a keynote address. We are hoping that this presentation will lead us into deeper work on our commitment racial and social justice and institutional accountability over the course of the upcoming year.
- We also have a series of workshops, including items on teams using Excel for pivot tables. We are also very proud to have our 3 VP's join us for the afternoon session.
- Our Classified Appreciation Week in May is coming up, where we are excited to extend the opportunity to our NANCE and Foundation employees to recognize their contributions and all the good things we're doing.

### **Student Report**

Student Report update

- No representative present.

### **Board of Trustees**

BOT Update by Mark Nesbit on behalf of Jackie Sabanos, Vice President Administrative Services

- Two agenda items will be going through: The Navy Brig one for Miramar, and one for Brig Pendleton were submitted. Miramar is for \$248,000, Pendleton is for \$192,000.

### **Accreditation**

Accreditation update by Michelle Fischthal, VPI and Jessica Luedtke, Dean PRIE

- We have an accreditation online visit coming up with the end of the month. We will be meeting briefly in the beginning and the end of the day, and we'll have two groups that have Faculty to be able to answer any questions about our mid-term study. There are a couple of you in this call that will be hearing from me either by the end of today or tomorrow asking if you would like to participate.
- We will be asking you to complete a doodle poll if you're invited for the first week of April. There will be a pre-visit orientation meeting for all folks involved, but the actual online visit is April 29.

### **Enrollment Management**

Enrollment Management update by Michelle Fischthal, Vice President Instructional Services

- We are still waiting for the District in terms of numbers, but I did want to mention our spring late start so in any classes that are starting in either March which we're getting towards the end of March or April. Right now, we are at 53% filled. I'm reaching out to Deans and am getting help from PIO with Marketing and outreach. Our intent is to increase our numbers. We'll have to accept that we will have to convert courses online to campus. In terms of teaching hours, we are started on our fall scheduled process.
- Preliminarily we are looking at mostly online but the hard to convert on campus with any of the lecture portions being online and minimizing how much we are on campus, and then looking at opening up lower level ESL or high school diploma basic skills classes as well.
- VPSS Star Rivera-Lacey: Currently, Michelle is helping me get a consultant in to come help us with the future to really streamline our enrollment process and make it more student-friendly. She looked at some proposals and is getting really good feedback, but I think it really speaks to how Student Services and Instruction are both working together to move this along. We are hoping somebody will come on board within the next two weeks to start the project and hopefully by the end of summer there will be more movement.

### **ASB/ARCC**

Update by Star Rivera-Lacey, VPSS

- Lori Crosby helped with Color Theory and the Women's History event was held on Monday where Carlos made an awesome pizza.
- There's another women's history event tomorrow, as John Bromma mentioned, but with ARCC we did meet and had a presentation by the marketing and outreach subcommittee. There was a lengthy discussion about their

agenda and an overview of what their role should be. It was very impressive to see the work that's been done so far.

- ARCC is a tri-chair now, so it's between Michelle, Star, and Richard Weinroth. There was also a recommendation that we need somebody from the PIO Office. We have also identified two new student representatives. If you have any committee meetings where the student representative is not showing up, please shoot Star an email and we can assign a new one.

### **Budget Committee**

Update by Mark Nesbit on behalf of Jackie Sabanos, Vice President of Administrative Services

- There will be another meeting in April.

### **Safety and Facilities Committee**

Update by Mark Nesbit on behalf of Jackie Sabanos, Vice President of Administrative Services

- A subset of safety and facilities committee comprised of administrators, faculty, and classified professionals interviewed three architecture firms on March 19 to select one that will create the facilities master plan for STC. We worked with the District architect and selected a firm, which will be acknowledged at an upcoming Board of Trustees meeting as a district agenda item.
- Thank you to all who served on this committee.
- Michelle: In terms of participation we will all need to keep in mind that some of our faculty aren't teaching in the summer and aren't around. If this is something they want to participate in, this is something to keep in mind when forming these groups.

### **Technology Committee**

Update by Mark Nesbit on behalf of Jackie Sabanos, VPA

- No new update.

### **SDCE Foundation**

Update by Laurie Coskey, Executive Director SDCEF

- We are in the process of receiving a grant from the City of San Diego for \$350,000 in CDBG Cares Act funding. This will in part go to instruction for the development of digital literacy, and most of it is going to go to purchase 507 computers and 507 hot spots.
- We have been awarded a WIOA youth grant to serve immigrant refugees, which is a perfect partner with our ISP program.
- We are going to be transitioning the name of Gateway to college and Career in July and June to Gateway in College Career ISP to clarify that we're working on these particular populations.
- Lucky Duck is a charitable organization developed, and they are working on ending homelessness. This year, we have received another \$200,000 to support another hundred students.

### **Professional Development Committee**

Professional Development Committee update by Jessica Luedtke, Dean, PRIE

- No new update.

### **Annual Integrated Planning**

Update by Jessica Luedtke, Dean PRIE

- Recently we sent out our Conversation Session Announcement to save the date. Our new strategic plan is going to start with its goals and objectives institutionally, and then lead into program planning in the fall alongside our regular annual integrated planning. We are working on the conversation sessions and wanted to identify strengths, weaknesses, issues etc. We will have five meetings between April 16 and April 26.

### **Integrated Planning**

Update by Jessica Luedtke, Dean PRIE

- We will continue with some of the conversation sessions in May, but this is an opportunity for folks to dig in and provide feedback on draft goals and objectives to shape some of the priorities for the institution. We just sent out a save the date, but we will send out more information with an RSVP.

**Action Items:** None.

**Informational Items:**

**Special Projects**

Update by Star Rivera-Lacey, Vice President Student Services

- We had over 400 applications that came through, which is very similar to in person. We finalized the list and are awarding 152 student's scholarship (57K dollars). Everything was done online and one of the things that was asked was faculty wanted to know if their students received an award. We plan on sending a list of their names that have received an award so our community knows who is receiving them. We will reach out to students by the end of the week. The April 19<sup>th</sup> event reminder will be posted with the link inside the email.
- Checks will be mailed to them on the 16<sup>th</sup> and will hopefully be in-hand on the 19<sup>th</sup>.
- With Commencement, we have moved the date because students who applied before April 5<sup>th</sup> are receiving a cap and gown. We are pushing that deadline an extra week (April 12<sup>th</sup>) to give more students the free cap and gown distribution. Monday, April 19<sup>th</sup> will hold a drive thru for this distribution.
- A delivery service for students too far from campus will also be happening for the caps and gowns as well. April 5-9 will have an additional push for students to sign up for commencement. We are using our EZ Text feature which is very exciting.
- 1136 students were identified to receive awards of \$400 within the next three weeks. We were able to prioritize funding for students who did not get any, because the Cares Act has funding that can only be used for direct support. We are having a conversation with President Cortez to talk about the students who were not awarded and how to handle that.

**Upcoming Important Dates**

Update by Michelle Fischthal VPI

- A few more events I'd like to point out is the Spring Forum on April 8<sup>th</sup>, the Scholarship Event, and Board of Trustees campus visit on April 22.

**Round Table**

- President Cortez provided an update on the next steps of his presidency as he transitions to the Chancellor position.

Meeting Adjourned: 3:35pm