

**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.

January 27, 2021

2:00 p.m.

Via Zoom

Carlos Turner Cortez, Chair

Call to Order: 2:04 pm

Members Present:

1. Carlos Turner Cortez, SDCE President
2. Anthony Vargas 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. John Bromma, President, Academic Senate
8. Matthew Rivaldi, Vice President, Academic Senate
9. Rachel Rose, Chair of Chairs, Academic Senate
10. Mitza Lindsey, Secretary Treasurer, Classified Senate
11. Danielle Ninness, Member at Large, Classified Senate

Members Absent: Richard Weinroth, Academic Senate, Past President; Olivia Flores, Academic Senate Treasurer, Jacqueline Sabanos, Vice President, Administrative Services, Ed Madrid, Vice President, Classified Senate

Guests: Jessica Luedtke, Dean PRIE, Olena Kirklen, Student Representative, Vinzent Balaoing, ECC ASB President, Anthony Vargas, Business Services Manager, Laurie Cozzolino, Professional Development Coordinator

Approval of Agenda

Approved as Amended, MSP: Rose, Lucas

Abstentions: None

Approval of 01/13/2021 Meeting Minutes

Approved, MSP: Kovrig, Lindsay

Abstentions: None

Edits: Add the four motions passed by Academic Senate, as well as Rachel Rose and Matthew Rivaldi providing Academic Senate report on behalf of John Bromma, Academic Senate President.

Presentation

ICOM Academy by Michelle Fischthal, Vice President, Instructional Services

- Prior to Covid-19, we did not have a single program that was fully available online. There were online courses, but the intentions with ICOM Academy is to create additional opportunities for students to virtually complete programs with either zero or low textbook costs.
- Reviewed the history of ICOM, grant funding for technical education, ICOM 1, 2, 3 and 4 Programs and Courses.
- By Fall 2021, we are increasing Distance Education Programs by implementing 23 Fully Online Programs with over 20% of all CDCP programs.

- A distinct component that SDCCE provides with ICOM Academy is synchronous activity, meaning our instructors collaborate and interact with students both live and online.
- Presentation concluded with a demonstration of an interactive activity to exemplify how ICOM Academy students can participate individually within lectures, and a thank you to faculty members and the Foundation for their participation and hard work.

Academic Senate Update

Academic Senate update by John Bromma, Academic Senate President

- Academic Senate met on January 19th, with the following motions passed:
 - Federal Surplus Donation List
Motion: The Academic Senate requests San Diego College of Continuing Education to swiftly progress through the procedures to complete the attached forms needing signatures from the Board of Trustees to enable San Diego College of Continuing Education and/or San Diego Community College District to be placed on the Federal Surplus Donation List.
 - POCR Proposal
Motion: Move to support the POCR Proposal for a Pilot year.
 - CARES Act Funding
Motion: COVID related funding, such as CARES Act, and budget planning shall be presented at regular General Academic Senate monthly meetings for discussion, voting and approval.
- AS is looking to extend their Spring elections for President, Vice President, and Treasurer, and are continuing to amend their Constitution to reflect representation for all different departments.
- They have discussed communication processes with Student Services, to work on more involvement with instructional faculty. There is also discussion in the Senate on how we are including ICOM, by name, in CE's strategic planning.

Classified Senate Update

Classified Senate update by Neill Kovrig, Classified Senate President

- A motion was passed to create a Select Committee with regard to racial justice and institutional accountability. This committee will involve members of the Senate, all classified professionals in particular, but also members of our institutional community to form and adjust the community mindset in regards to racial and social justice. We look forward to continuing working with the Diversity and Inclusion Committee
- The next meeting is scheduled for Tuesday, February 16th.

Student Report

Student Report update by Olena Kirklen, ASB Student Representative and Vinzent Balaoing, ECC ASB President

- Discussed current plans for February, continue to work on social media projects.
- There are plans for Black History Month in February, following discussion and appreciation of MLK.
- ASB meetings are still being held, with plans for students to remain involved in February and March with Women's History events in mind.

Board of Trustees

BOT Update by Anthony Vargas on behalf of Jackie Sabanos, Vice President Administrative Services

- No new update.

Accreditation

Accreditation update by Jessica Luedtke, Dean PRIE

- The Accreditation Board Subcommittee will be holding a meeting to review the Progress Reports. It will be held in March instead of February.
- All of the colleges will be providing highlights of their goals for this report presentation.

- The Tri-Chairs of the Accreditation sub-committee will be meeting every other week until the Progress Report is submitted, planning for the Mid-Cycle Visit.
- The subcommittee has not met since the previous EGC meeting.

Enrollment Management

Enrollment Management update by Michelle Fischthal, Vice President Instructional Services

- As of 01/27, we are 65% filled. In terms of registration, we are behind based on Fall (69-72%) registration prior to the start term.
- There continues to be a steady 3% daily increase, a lot of marketing involved, and few additional orientations.
- It is noted that our target is somewhere between 85 to 90% of our fill rate.
- The Enrollment Management team had a progressive discussion this morning with the District Research & Student Services team regarding data and noncredit complexities.

ASB/ARCC

Update by Michelle Fischthal, VPI on behalf of Star Rivera-Lacey, VPSS

- No new update.
- ARCC met with Richard Weinroth, our Work-Based Learning Coordinator to discuss the institutional work tied to retention. The CTEOS Survey will be brought forward at the next meeting.

Budget Committee

Update by Anthony Vargas on behalf of Jackie Sabanos, Vice President of Administrative Services

- No new update.
- The next meeting is February 1st.

Safety and Facilities Committee

Update by Anthony Vargas on behalf of Jackie Sabanos, Vice President of Administrative Services

- Nursing, Welding, and Sewing Products Courses will be continued at West City, with safe PPE being delivered
- Request for Resources Requests will be reviewed and prioritized.
- With the stay at home order being released, we are still at the purple tier, but are still continuing to follow the guidelines from the California Department of Public Health, with limited operations at a campus level.

Professional Development Committee

Professional Development Committee update by Michelle Fischthal on behalf of Jessica Luedtke, Dean, PRIE

- In response to Classified and Faculty motions provided earlier this year, we have been focused on Classified Remote Work and PD, in addition to Faculty Online Development.
- At the start of the Fall 2020 term, a Priorities Document was created in response to this.
- We will be asking EGC to consider changing the EGC Handbook on the Professional Development page to include a subcommittee for Professional Development.

Technology Committee

Update by Anthony Vargas on behalf of Jackie Sabanos, VPA

- There was a technology distribution yesterday, 01/26.

SDCE Foundation

Update by Neill Kovrig on behalf of Laurie Coskey, Executive Director SDCEF

- We received 325 applications for student scholarships with an increase of 50 applications daily, for the Scholarship Committee to review.

- The Foundation is also in process of ensuring there are options for the public to go in through the Foundation website and donate specific scholarship funds if desired.
- The next Foundation Board Meeting will be held February 17th at 8:00am as well as a HPC Meeting Monday, February 1st.

Annual integrated Planning

Update by Jessica Luedtke, Dean PRIE

- The Resource Requests have been submitted by the Deans, feedback to units have been given and we are requesting some operational changes.
- Once the changes and comments are reviewed, the entire spreadsheet will be sent to Vice President of Administrative Services for budgeting.

Action Items: Request for Professional Development Subcommittee for Classified Professionals

Motion: Modify the Professional Development Committee's Participatory Governance Handbook page to include the Professional Development Advisory Committee for Classified Professionals as a formalized, ongoing subcommittee.

Presented by: Jessica Luedtke, Dean PRIE

MSP: Kovrig, moved to adopt this motion brought forth.

Unanimously approved, no abstentions or oppositions.

Informational Items:

Special Projects

Update by COTC on behalf of Star Rivera-Lacey, Vice President Student Services

- R2SS has applied for renewed funding with the Lucky Duck Foundation, as it expires in March 2021.
- Dean Rubalcaba submitted the application in early January, Dean Stephanie Lewis is presenting on WIOA and Gateway Funding today.
- SDCE Eats continues to provide information about remote food services and hopes to bring back the monthly Farm2Family Fair.

Public Information Office

Update by Carlos Turner Cortez, SDCE President

- A Channel 10 story will be released on ICOM.
- The SDCCE Name Change has been publicly announced in a press release on February 1.

Upcoming Important Dates

Update by Carlos Turner Cortez, SDCE President

- We have Institutional Day tomorrow, Thursday 01/28, featuring keynote speaker Rodney Walker.
- Next month, there is a series of virtual events for the Black History Month events. These events are being produced by our Foundation.

Round Table

- Discussed spring cleaning items.

Meeting Adjourned: 3:27 PM