

**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.

**October 14, 2020 ECC Room 106
2:00 p.m.**

Carlos Turner Cortez, Chair

Call to Order: 2:05 PM

Members Present:

1. Carlos Turner Cortez, SDCE President
2. Jacqueline Sabanos, Vice President of Administrative Services
3. Michelle Fischthal, Vice President Instructional Services
4. Andrei Lucas, Dean, Automotive, Skilled and Technical Trades
5. Neill Kovrig, Classified Senate President
6. John Bromma, Academic Senate President
7. Timothy Pawlak, Academic Senate
8. Rachel Rose, Academic Senate Chair of Chairs
9. Mitza Lindsey, Classified Senate Secretary Treasurer
10. Matthew Rivaldi, Vice President, Academic Senate

Members Absent: Star Rivera-Lacey, VP Student Services; Richard Weinroth, Academic Senate, Past President; Olivia Flores, Academic Senate Treasurer; Danielle Ninnes, Classified Member at Large; Eddie Madrid, Classified Senate VP

Guests: Laurie Coskey, Executive Director, SDCE Foundation; Jessica Luedtke, Dean PRIE; Esther Matthew, Dean of Counseling

Approval of Agenda

Approved as Amended, MSP: *Rose/Kovrig*

*Edits: Rachel Rose should be listed as a member

Abstentions: None

Approval of 09/09/2020 Meeting Minutes

Approved, MSP: *Lindsey/Kovrig*

*Edit(s): Rachel Rose absent last meeting.

For Safety/Facilities edit per Jackie page 4, final bullet; should refer to "SDCE's Website" not Sustainability

Abstentions: Rachel Rose and Esther Matthew (didn't attend last meeting)

Presentation

Online Core Student Services, by Esther Matthew, Dean of Counselling

- Dean Matthew introduced herself and background. Provided a brief introduction regarding the transition from office to home and Physical classes to virtual; which were sudden and unexpected. Reviewed some of the big challenges for staff, especially those with children at home. Pointed out that counselors have taken on multiple roles and truly stepped up to the challenge and adjusted as quickly as they could.
- Reviewed Assessment and facilitating student success. Reviewed functions and value of processes.
- Campus Labs update: Infrastructure complete; remaining tasks (CASAS). ABE/ASE CASAS testing implemented. Identified challenges and variables with CASAS. Next phase is CTE
- Online Assessment; using multiple measures in programs. CASAS reported testing challenges: Initial pilot, access to technology, student test environment, Equity
- Online Counseling: Individual appointments; utilizing technology. Services: Education, Career Counseling, follow-up support, referral to resources, personal and crisis counseling; support institutional events; ex: Promise

Program. Brief discussion followed about Zoom. VP Sabanos reminded members that Ingrid Greenberg sends emails with Zoom updates

- Online Orientation: Provides goal achievement support designed to provide students with information in a timely manner. Mentioned SDCE Orientation video. Process includes orientation video, specifics about program information and student requirements, tech approaches including Zoom, YouTube, Canvas, Screencast-O-Matic
- Shared about online core services including ConexED online platform; Pilot, enhanced educational planning; described the information that is provided. Excited about the pilot and vetting. Brief discussion followed regarding assessment and planning, and enhanced assessment features.
- Michelle shared that SS is meeting about assessment and placement in a few weeks.
- Rachel Rose thanked Esther on behalf of faculty.

Academic Senate Update

Academic Senate update by John Bromma, Academic Senate President

- Academic Senate will be meeting next Tuesday and will discuss a resolution and college name change
- Continuing with constitutional changes; committee membership is organized and clearly understood

Classified Senate Update

Classified Senate update by Neill Kovrig, Classified Senate President

- Classified Senate will be meeting next Tuesday. Will discuss campus name change, also a resolution regarding equipment for employees, and development process for classified professionals

Student Report

No update

Carlos asked Esther to mention this to Star

Carlos addressed President's Update for this week. There will be an email memo going out addressing the process by which staff can request equipment or supplies; an internal form is available. Shared that COVID funding is available for specific items and immediate needs. There have been some faculty item requests for courses; please send feedback to Carlos and let's share the process in our response to requests and concerns. Need to identify specific models of equipment, etc. Hope to provide items to faculty within the next couple weeks

Carlos shared that SDCE name change is being discussed and it could be a topic during upcoming accreditation. Pointed out that people are often confused by our current name; they can't understand what our institution is or does and he explained a brief history of our college and evolution of the name. Technically adult education is "post-secondary" education; it is college! Carlos believes that changing the name will elevate our organization and will better serve us. This topic will be shared at upcoming Academic and Classified senate meetings.

Accreditation

Accreditation update by Carlos Cortez, SDCE President

- Carlos mentioned that we'll have a mid-cycle visit next year from the ASC team and we need to provide update on feedback from the last visit.

BOT Meeting Update

BOT update by Jackie Sabanos, Vice President of Business Services

- Stated that currently no items going to the Board

Enrollment Management

Enrollment Management update by Michelle Fischthal, Vice President Instructional Services

- Still processing summer data and should have an update at next meeting. Working on spring schedule and should be done by month end; online on October 26. New online class search should be more user friendly

ASB

No update

Access, Retention, and Completion Committee (ARCC)

No update

Budget Committee

Budget Committee update by Jackie Sabanos, Vice President of Administrative Services

- No updates since last EGC
- Noted that Olivia is still part of Budget Committee

Safety and Facilities Committee

No update

Professional Development Committee

Professional Development Committee update by Jessica Luedtke, Dean, PRIE

- No update, however, Laurie Cozzolino will present on Professional Development at next EGC on October 28

Technology Committee

No update

SDCE Foundation

SDCE Foundation update by Laurie Coskey, Executive Director SDCEF

- Finished application with Carlos for DOL grant which potentially would bring us a lot of money
- Applying with City of SD, and renewing Gateway to College and Career; 5 year WIOA grant
- In receipt of grant opportunity via Senate Bill I to run six apprenticeship readiness programs countywide. Our Deans will be presenting a work plan to Carlos very soon
- Working with Scott Peters for donations of turkeys to our students; in place of the dinner that usually hosted
- SDCEF Board members are incredible and working hard on a development plan to serve our students and to increase our capacity and revenues. Finishing up on our strategic development plan
- Carlos shared that SDCEF has created sub accounts for the different program areas and we can raise funds for specific programs. Our accounting is in good order
- Laurie pointed out that Neill Kovrig is Chair of SDCEF and his deep institutional knowledge helps us to better fulfill needs

Annual Integrated Planning

No update

Action Items:

Extension of Strategic Plan to align with Accreditation Cycle, Update by Carlos Turner Cortez, SDCE President

- Accreditation cycle changed by a year and prompted a request/motion to extend our strategic plan to align with accreditation in 2022. John Bromma shared that he attended a recent meeting and it was addressed that colleges should come up with plans before the District sets their plan, and there is a desire is to align with our sister colleges

Motion:

Carlos called for Motion to extend our Institutional Strategic Plan by one year

MSP: VP Fischthal 1st moved to extend the current plan/M. Rivaldi 2nd the Motion

Discussion: None

Participants voted in Zoom box

Consensus: Unanimously Approved

Informational Items:

Special Projects

No update

PIO Media and Marketing

No update

- Carlos shared that more bus stop and billboard signs are going up as we continue to recruit students

Reminder: 2020 EGC Calendar

Update by Carlos Turner Cortez, SDCE President

- November meetings adjusted dates: November 4 & 18

Upcoming Important Dates

Update by Carlos Turner Cortez, SDCE President

- Brief reminder of upcoming special events and encouraged all to participate in informational and fun events

Carlos shared an incident at another college where a faculty member was overheard using vulgar profanity about a member of their committee. He stated that we should speak to him if we experience issues of this nature. He pointed out that he appreciates working with our team that is respectful and helpful, and honors one another. Added that this meeting is recorded for the purpose of drafting the minutes, but that the recording will be deleted when the minutes are finalized.

Round Table

- Matthew Rivaldi thanked Michelle Gray, Esther Matthew and Diana Romero for their work on enrollment issues. Shared that Carlos spoke at an entrepreneurial award event earlier; Matthew is proud that we won the Heather Von Sickle Award last year and happy for this year's winner: Houston Community College
- John Bromma is co-chair of a Police Task Force meeting tomorrow. He encouraged folks to send him any concerns related to how our police works and he will address for group discussion at the meeting
- VP Fischthal had the honor of kicking off a new cohort of Distance Ed mentors on Monday; Ingrid Greenberg doing a great job with programs. Thanked Matthew for sharing with his colleagues about ICOM
- Neill Kovrig shared that CARES Act and United Way funds will soon be ready to disperse funds
- Carlos mentioned two big grants largely to build out distance education infrastructure; stay tuned!

Meeting Adjourned: 3:20pm