

**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 28, 2020 ECC Room 106
2:00 p.m.**

Carlos Turner Cortez, Chair

Call to Order: 2:04 PM

Members Present:

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

Members Absent: Richard Weinroth, Academic Senate, Past President; Olivia Flores, Academic Senate Treasurer; Timothy Pawlak, Academic Senate, Jacqueline Sabanos, Vice President of Administrative Services, Neill Kovrig, Classified Senate President

Guests: Laurie Coskey, Executive Director, SDCE Foundation; Jessica Luedtke, Dean PRIE; Esther Matthew, Dean of Counseling, Laurie Cozzolino, Professional Development Coordinator, Olena Kirklen, Student Representative, Aaron Iffland, Faculty, Anthony Vargas, Administrative Services, Patricia Lopez, Senior Secretary, Administrative Services

Approval of Agenda

Approved as Amended, MSP: *Rose/SRL*

Abstentions: None

Approval of 10/14/2020 Meeting Minutes

Approved, MSP: *Rose/Fischthal*

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

Presentation

Professional Development, Laurie Cozzolino, PD Coordinator

- While FLEX/PD Participants may be primarily faculty, all other college personnel can participate in Professional Development.
- COVID-19 Response: Transition to online webinars, sessions, support for staff and students. By the end of Spring 2020, 200+ faculty were certified for online education.
- Classified Professionals developed the 'online workgroups', Distance Education leaders and team, etc.

- Fall Flex Days: Held between September 2-4 had over 40 virtual sessions focused on equity centered sessions, student support, and skill development. Since this time, over 120 Online Teaching and Learning Support sessions have also been added.
- Amongst the other colleges, we have the highest amount of Certified Professionals.
- PD can provide a space for people to discuss enrollment practices and programs.

Academic Senate Update

Academic Senate update by John Bromma, Academic Senate President

- Academic Senate discussed the name change on Tuesday. There was no formal vote, but there was a surveyed poll distributed amongst Academic Senate.
- The equipment and technology requests were discussed, and are working with Anthony Vargas to continue redistribution.

Classified Senate Update

Classified Senate update by Ed Madrid on behalf of Neill Kovrig

- Classified Senate has no updates.

Student Report

Student Report update by Olena Kirklen, ASB Student Representatives

- A website was created for Student Resources with social media

Accreditation

Accreditation update by Jessica Luedtke

- Accreditation Action Plan will be posted institution-wide through the Accreditation newsletter, through EGC, and online. It will be uploaded by November 9th, and will bring this back to EGC's meeting on December 2nd.
- Reviewed the Accreditation Action Plan to vote on, discussion ensued about institutional progress gaps and took a look at the strategic plan in combination with the action plan. There were a couple of items that were important to add to the Action Plan.
- There were 7 Focus Groups divided amongst ASB, Classified Professionals, Management, and Faculty that provided a majority of the additions. The President's Executive Cabinet read through the recommendations, which completed the changes to be voted on.
- A majority of these changes were focused towards enrollment and growth. There are various activities labeled as ongoing or in progress, so these new projects and changes will be worked on coming into the institution.

BOT Meeting Update

BOT update by Anthony Vargas on behalf of Jackie Sabanos, Vice President of Business Services

- No update yet

Enrollment Management

Enrollment Management update by Michelle Fischthal, Vice President Instructional Services

- Enrollment Management is continuing to process 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. More to come in the following weeks.
- The Spring Schedule is almost completed, and Deans and Chairs will continue to meet to discuss their programs.

ASB

ASB update by Star Rivera-Lacey, Vice President Student Services

- Elections for ASB students are currently being held.

Access, Retention, and Completion Committee (ARCC)

Star

- A third member was named and there is now a Tri-Chair faculty established.

Budget Committee

Budget Committee update by Anthony Vargas on behalf of Jackie Sabanos, Vice President of Administrative Services

- Goals were established to understand and review the Resource Allocation process and requests, and the substitute budget this upcoming Monday.
- Mark Nesbit will be providing a presentation to the group on Monday, 11/01.
- There is an agenda item to increase funding for the CTE Pathways grant program with \$15,000. Details are listed below.

Upcoming board docket: In the matter of the Improving Online CTE Pathways Grant Program allocation awarded by Foothill-De Anza Community College District to San Diego Continuing Education, authority is requested to accept, budget, and spend \$15,000, commencing September 15, 2020 through January 31, 2021.
Increase in \$15,000 allocation for additional support to prepare final report.

Safety and Facilities Committee

Update given by Anthony Vargas

- 21 palettes of PPE have been given to ECC and can be presented to other campuses.

Professional Development Committee

Professional Development Committee update by Jessica Luedtke, Dean, PRIE

- No update

Technology Committee

Update by Aaron Iffland, Faculty

- November 19th is the next meeting. There is also a working session to update the Mobile Device Procedures. They will review securing mobile devices on campus and how technology would be distributed off campus.
- IT has changed it so employees can receive more control over their devices. More laptops will also be distributed thanks to CARES Act funding.
- Anthony Vargas mentioned laptop swaps are occurring weekly, and technology requests can be completed through the IT Help Desk or Patty Lopez in the Administrative Office.

SDCE Foundation

SDCE Foundation update by Laurie Coskey, Executive Director SDCEF

- First cohort of MC3 was held, which has been followed up with the Senate Bill 1 formed.
- We have received 1.3 million dollars from the SB1 Grant, which we will use to continue developing Student Success. Each campus will focus on each San Diego county
- Funds will be continued to be implemented and will continue to be expanded.
- Continuing to provide support and grants for student success.

Annual Integrated Planning

- Program Reviews will be submitted to Instructional Deans this week, who will review them with Program Chairs next week.
- Instructional Program Reviews and Administrative Reviews will be given on November 6th.
- Reminder for Program Chairs to email their Deans with the date listed upon sending the reviews.
- Please note to include Marne Foster on email communications, as Jesus Rivas will be out of town for the following two weeks.

Action Items:

Accreditation Action Plan and 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 Accreditation Action Plan

MSP: Rachel Rose 1st moved, Michelle Fischthal 2nd the Motion

Informational Items:

Name Change

Update by Carlos Cortez, SDCE President

- Discussed adding the word “College” to the Name. It is a name change, but does not throw out the identification. Both Senates have conducted informal polls amongst themselves, and this will be readdressed at President’s Forum tomorrow.
- There will be three proposed names sent to the community in a poll for the name change.

Special Projects

Update by Star Rivera-Lacey, Vice President Student Services

- We have received unexpected United Way funding, which have resulted in applications being sent to students with the expectation of an expansion by December 31st.
- Gateway is preparing to apply again for the following year.
- San Diego Promise: Fourteen students received \$1,000 grants.
- If students received CARES Act Funding, they can still apply for United Way funding and are still eligible. However, United Way awards can only be given once.
- For CARES Funding, 1,852 awards are being given to students, and 169 awards for United Way.

PIO Media and Marketing

No update

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.

Round Table

- Fall President’s Forum is tomorrow, October 29. Please encourage students and colleagues to attend!
- Laurie Cozzolino’s presentation was great.
- Ingrid Greenberg and Michelle Fischthal presented at the CAPE Summit about the Online and Professional Development Mentoring Program.
- Reminder to change time clocks and to vote.

Meeting Adjourned: 3:40pm