

**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.

September 26, 2018 ECC Rm. 106

2:00 p.m.

Carlos Turner Cortez, Chair

Members Present:

1. Carlos Turner Cortez, President
2. Richard Weinroth, Academic Senate President
3. Neill Kovrig, Classified Senate President
4. Olivia Flores Representing for Vice President of Administrative Services, Jacqueline Sabanos
5. Carol Wilkinson Representing for Vice President of Instruction, Michelle Fischthal
6. Star Rivera-Lacey, Vice President of Student Services
7. Carol Wilkinson Representing for Dean of Deans
8. John Bromma, Academic Senate President Elect
9. Timothy Pawlak, Academic Senate Chair of Chairs
10. Mela Pettis Representing for Classified Senate, Mitza Lindsey
11. Leila Del Soperes, Classified Senate
12. Rafael Orozco, ASB Representative

Members Absent: Michelle Fischthal, Jacqueline Sabanos, Mitza Lindsey, Robin Carvajal

Guests: Ranessa Ashton, PIO; Olivia Flores, Academic Senate Treasurer and Budget Committee Co-Chair; Jessica Luedtke, Dean of Planning and Institutional Effectiveness; Carol Wilkinson, Dean of Child Development & Emeritus Program; Leila Del Soperes, Senior Clerical Assistant; Lorie Crosby Howell Dean of Hospitality and Consumer Sciences, ABE/ASE/HSE

Approval of Agenda

Agenda Approved, MSP *Weinroth/Kovrig*

Approval of Minutes

Approved as Amended by, MSP *Weinroth/Rivera-Lacey*

- Under Members Present:
 - Include ‘President Elect’ for John Bromma
 - Include ‘Academic Senate’ for Timothy Pawlak
- Under Academic Senate Update:
 - Updated to ‘Ed Code 87408’ as well as, “Carlos to discuss the new Student Success Funding Formula”
- Under Enrollment Management:
 - Included the acronym “SDCE”
- Under Special Projects:
 - First bullet, updated from ‘Jacobs’ to ‘Jacobs Center’
 - Under second bullet, updated, ‘Osha’ to ‘OSHA’, as well as member name, ‘Jaci’ to ‘Jackie’

Program Presentations:

Note: Carlos reminded all that the EGC Presentations this year will be from each Instructional program and are to highlight what's new, what's innovative and some of their successes. After each presentation, the program Dean will work with Ranessa & team to write a story for the newsletter highlighting that program.

- Lori Crosby Howell spoke on "ABE"
- Jessica Luedtke spoke on "TOP Programs in Comparison to other Programs Statewide"

Academic Senate Update

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

- Carlos Turner Cortez presented on the new 'Student Success Funding Formula'
 - Carlos stated how basic skills in colleges are not being offered anymore and that it has to be done by someone else, which will hopefully be SDCE.

Classified Senate Update

Classified Senate President, Neill Kovrig reported:

- Neill Kovrig thanked Mela Pettis for sitting in as a Classified Senate representative
- Is currently seeking a new meeting time and its looking like it will either be the third Monday or third Tuesday. Poll is ongoing.
- A Poll is circulating District-wide regarding Classified Professionals teaching opportunities.
 - 101 responses
 - 80% interest rate among those who have responded,
 - 54.5% hold a credential that would otherwise qualify them to be able to teach if given the opportunity.
 - A very high interest in Community Ed and Contract Ed.
 - Indication from research have shown when other campuses allow Classified Professionals to teach, are limited to teaching one class a semester, which would not interfere with their regular contract hours.
 - Questions on this survey deal with classroom and non-classroom assignments.
- The revival of the 'Classified Hiring Priority Committee' will be addressed with the Senate and formatted for presentation as required by the governance handbook in the next month or so.
 - Based the new version of the 'Classified Hiring Priority Committee' on program review.
- In the midst of 'By Law' revisions
 - Those will be addressed by the Classified Senate and purposed for a special election by January
 - Changes to the 'By Laws' include items such as;
 - Term limits
 - The composition of the Classified Senate: To broaden the Senate to include not only the campus based representatives but also area based representatives. 2 from Student Services, 2 from Instructional Services, 2 from Administrative Services, with an additional limitation that no more than 3 from any 1 campus can be included.
 - The adjustment of certain position functions to increase succession planning and recruitment efforts and professional development opportunities.

BOT Meeting Update

President, Carlos Turner Cortez reported on,

- Naval Consolidated Brig Miramar (Prison on the Navy Base) and Camp Pendleton
 - Both contracts total more than \$300,000.
 - A portion of the revenue, from the revenue model that will be brought forth, is going to go back to the departments that are offering those courses.
- Increase ECC Revolving Cash Fund from \$1000 to \$5000
 - To be more efficient in business it is necessary for ECC to have the same cash fund limit that has been established for the other 3 colleges in the district.

Accreditation

- Carlos Turner Cortez encouraged Instructional Deans who will be presenting to include faculty, students and industry partners, etc. that they want to highlight as part of their presentation.
- Carol W. reported that, Michelle F. is working with the District to hear for confirmation that we can move to a seven year cycle.

Enrollment Management

- Carol Wilkinson reported that preliminary numbers are showing that online is at 15%, evening classes are down 12%, and daytime classes are down by 1.5%.

Access, Retention, and Completion Committee

- Star Rivera-Lacey reported that their next meeting is on October 18th, 2018 and the main topic is going to be looking at the 'Retention Survey'.

Budget Committee

- Olivia Flores reported that she and Jackie Sabanos will be meeting on October 1, at 1:00pm. To finalize the membership list. E-mail was sent out today.
- To be presenting an overview of what the Chancellor presented on Monday, which includes her power point presentation, as well as doing a refresher on the budget and answer any questions.
 - Star Rivera-Lacey requested to have 'Executive Governance Council' agenda reflect Jacqueline Sabanos and Olivia Flores for Budget Committee report.

Safety and Facilities Committee

- Carlos reported that a Safety and Facilities plan has been created and it does include 'way finding' signage & 'new room' signage to help with our efforts this year as we begin to put in place the infrastructure for both the Rising to Success Student Equity Center and Career College Transition Centers.
- Star Rivera-Lacey reported that she and Jackie have been reviewing safety training videos in preparation for an upcoming campus safety event.

Professional Development Committee

- No Report

Technology Committee

- Carlos Turner Cortez reported that there is technology plan that is going through the participatory governance process right now that will come to this body for approval. He suggested that members of the Executive Governance Council attend this meeting for any elements of the plan that they feel need to be adjusted.

SDCE Foundation

- Neill Kovrig reported that they are working on the next Advisory Board Committee coming up in a month.
- Working on community partnerships
- Gateway to College and Careers is off to a booming start for the academic year.
- A proposal to change the date in November on the October meeting agenda in due to the Thanksgiving holiday.

Action Items: None

Informational Items:

District Funding Formula

- Carlos Turner Cortez stated that the way that colleges are going to be funded this year is changing.

- The District will be looking at the following;
 - How successful are the colleges, if they are getting students to finish their programs.
 - Who the colleges are serving, giving extra funding to the colleges who serve students from poor backgrounds. Non-credit is not part of that formula.
 - Star Rivera-Lacey participated in a phone call with the Non-credit Coalition, which include two lobbyists in Sacramento that represent 113 of the 114 community colleges. They help advocate for the budget office of the Governor.
 - Carlos Turner Cortez went on to state that the Non-credit institutions are already convening to try to get ahead of having a formula imposed by developing a formula that all can agree to. Being the largest non-credit institutions this will benefit us in the long run.
 - Advocacy is paying off.

IEPI Update

- Carlos Turner Cortez reported that IEPI is coming back for their third and final visit, have received approximately \$200,000 to implement some of the institutional reforms outlined in the IEP plan which are primarily around resourced allocation and the program review process.
- Niell Kovrig stated that the final PRT visit is on November 29, 2018.

Special Projects

- a. San Diego Gateway to College and Career
 - Star Rivera-Lacey encouraged members to take a 5 minute walk to observe the students they are serving and to hear these students speak. Have three new staff members on board.
 - She recommends referring anyone who is interested, because they are doing recruitment right now.
 - Laurie Coskey and Ranessa Ashton are bringing positive results with their work with the media.
- b. San Diego Promise
 - Star Rivera-Lacey reported that they are still waiting to see their final numbers.
 - The District exceeded what they wanted to raise at the fundraising gala last Thursday. All the students on the program were from ECC. Cat Prindle got a shout out.
- c. CalTRANs
 - Star Rivera-lacey reported that CalTrans outreach program served 78 students last year.
 - This program serves veterans who are having a difficult time and are helped to walk back into society.
 - Already have 42 for the 18-19 year
- d. TECH/HIRE
 - Star Rivera-Lacey reported that Tech/Hire is going into year two.
 - There was a total of 170 students in the program
 - 41 that got internships
 - 40 that were employment
 - 10 internships that turned into employment.
 - Updates will be ongoing.
- e. Rise to Success Pathways (SDRM)
 - Star Riveral-Lacey reminded members of the Council, not refer students in this program as “San Diego Rescue Mission students”, in order to maintain students’ dignity.
 - Star reported that they are in the third cohort, which now includes women
 - The first cohort had 100% completion and 100% employment placement
- f. Career and College Transition
 - Star Rivera-Lacey reported that Juanita Ledesma is currently SDCE’s Acting Dean for Career and College Transitions.
 - Juanita Ledesma is currently working with BKM, Mid-City and Chavez, to look at staffing Student Services office from hours 8am-7pm.
- g. Rising to Success Equity Centers
 - Star reported that they are in the same situation with Mid-City and Chavez and we have a plan for rolling that out. Thanked Jackie and Anthony Vargas for doing a lot of work with BKM.

h. SDCEats & Farm to Family Fair

- StarRiveral-Lacey reported that there will be a November soft launch
- December 5, is the grand opening
- January will be dark, due to the holidays, but then will be back up on a consistent basis starting in February.
- Getting a lot of support from community partners. They are participated and providing resources.
- At the very core we are using this as an outreach effort to let community know that this is their institution.

PIO Media and Marketing Updates:

- Distributed 4 news releases
 - Back to school news release highlighting, high school diploma, the accelerated program, the online classes, new DSPS and career training.
 - Sent out a release about 'Welcoming Week'.
 - Assembly Member Webber is hosting a 'Career Fair' here at ECC. There will be 250 plus high school seniors present. It is open to public and will have over 40 different tables and booths. There will be brief remarks from Carlos Turner Cortez and Assemblymember Webber.
 - A news release was issued to recognize Star Rivera-Lacey as one of 24 LatinX Leaders in the nation to be included in this fellow program.
- Reprinted student orientation folders (example of handouts provided).
- Printed citizenship bookmarks which are being distributed to different campuses.
- Hospitality Academy focusing on fall classes within this program, this was specific to some Strong workforce funding planned for this specific purpose. These are circulating in the community.
- August academic areas monthly campaign Produces 16% return on the click to rate on e-blast that was sent out.
- Neill Kovrig stated how neat and clean the folders look.

Important Upcoming Dates:

- Carlos Turner Cortez provided a handout that is related to an opportunity out of the State Chancellors office. Those who participate can add Stanford University and UC Berkeley to their resume. It is a professional development certificate program that is being offered by the two institutions in conjunction with community college system. All were encouraged all to apply and submit an application.
 - They will select 20 Institutions out of the 114 that participate. They require these Institutions to send groups of 20-25 employees to participate in a 3part program

A Vice President is needed to be the champion this assignment and a Dean to take the lead to coordinate it and then need re-entry students to be a part of it as well. Carlos Turner Cortez also stated that he is looking to have 4 or 5 administrative, foundation employees, classified and faculty participation. Send your feedback to Carlos.

Round Table:

Star Rivera-Lacey reported that there may be a change of location for 2018-19 Commencement ceremony. Pavilion at Balboa Park is undergoing some construction. Star will bring updates as information comes in.

Meeting adjourned at 4:00 pm