

**SAN DIEGO CONTINUING EDUCATION
EXECUTIVE GOVERNANCE COUNCIL**
September 12, 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. Jacqueline Sabanos, Vice President of Administrative Services
5. Michelle Fischthal, Vice President of Instruction
6. Star Rivera-Lacey, Vice President of Student Services
7. Robin Carvajal, Dean of Deans
8. John Bromma, Academic Senate President Elect
9. Timothy Pawlak, Academic Senate Chair of Chairs
10. Mitza Lindsey, Classified Senate
11. Eddie Madrid, Classified Senate
12. Rafael Orozco, ASB Representative

Members Absent:

Guests: Ranessa Ashton, PIO, Allison Bechill, Ex. Director SDCEF

Approval of Agenda

Agenda Approved, MSP *Kovrig/Weinroth*

- Carlos stated that all future agendas should feature the 'SDCE Mission' statement

Approval of Minutes

Approved as Amended by, MSP *Kovrig/Weinroth*

- Per Neill-Name should appear as Timothy Pawlak and Andrei Lucas
- Per Jaci-Name should appear as 'Mark Nesbit'
- Per Allison-Under 'SDCE Foundation', change 'Manager' to 'Representative'
- Per Richard-Name should appear as 'Caron Lieber'
- Per Richard-Under 'Academic Senate', it should state the following:
 - Richard publicly thanked Caron Lieber, Antoinette Griffin-Brown, and Donna Namdar for their work with the Academic Senate. In the fall the Academic Senate officers will be Richard Gholson, Curriculum Chair; Olivia Flores, Treasurer; John Bromma, President Elect; Timothy Pawlak, Chair of Chairs; Matthew Rivaldi, Secretary; and Richard Weinroth, President
 - 4 faculty members presented at the 'Academic Senate Career Non-Credit Institute' event on May 3-5, 2018 Marne Foster, John Louie, Edith Quintero, and Bernie Rodriguez.
 - 'CE' Newsletter

Program Presentations

- NONE

Academic Senate Update

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

- Academic Senate had their first Executive Council meeting.
 - Discussed how all faculty can get flex to increase participatory governance
 - Richard is considering the process of asking the statewide Academic Senate to review the wording, "free from any communicable disease, including, but not limited to, active tuberculosis" in Ed Code 87408.

- First Senate meeting is Sept. 18, 2018.
- Carlos to discuss the new Student Success Funding Formula

Classified Senate Update

Classified Senate President, Neill Kovrig reported:

- Classified meeting is next weds, September 19th, 2018 at Chavez.'
- The \$1,250.00 raised at Convocation will be donated to the Foundation.
- Neill expressed appreciation for the support of colleagues
- Senate Committee will be reviewing & revising their by-laws to better align themselves to what the structural function has been, to increase participation and better address succession planning as well as strategic plan. Will also review the reformation of the classified hiring priority Committee.

BOT Meeting Update

- The following handouts were presented;
 - Naval Consolidated Brig Miramar SD Contract
 - 5 Technical Trades Classes to be offered-Plumbing 1,2 & 3, HVAC 1 & 2 and 2 Osha
 - Increase ECC Revolving Cash Fund from \$1000 to \$5000

Accreditation

- Per Carlos-Considering the possibility of changing the name of institution.

Enrollment Management

- Robin C. looking closely at enrollment in classes. Also, looking into different marketing strategies to boost enrollment.
- 'Enrollment Management Student Centered Funding Formula', handout received. Explains the 2018-2019 Distribution vs 2019-2020 Distribution.
- Career Development & College Prep is 80% of what SDCE does.
- Acceleration courses offered. Multiple methods for assessment. Online is more manageable

Access, Retention, and Completion Committee

- ARCC has not met yet.
- ARCC looks at what helps students' access our services and looks at the barriers to student success.
 - Committee has been reviewing data from recent retention survey and will be sharing those results. As well as reviewing the class schedule, the distribution & content of the class schedule to make it easier.
 - Star will be sending out upcoming meeting dates to Allison Bechill and Timothy Pawlak.

Budget Committee

- Met Monday to review the student funding formula and what it means to continuing education. Also discussed the impact of new budget model which is as follows; Credit to get 70%, Financial Aid to get 20% and Student Success to get 10%, these percentages will change over a 3yr period.
- The budget for year is a decrease in PPIS, less than \$100,000 for year.
- Meets every first Monday of the month, all invited to attend

Safety and Facilities Committee

- Committee will meet in two weeks
- Rolling out safety week which will coincide with our emergency evacuation drills.
- HPC will meet on 9/28/18 at 2pm Jackie will be sending out an e-mail about this
- Sustainability Committee will be having an inaugural meeting coming up and Jackie to send out e-mail out on this.

- Per Allison- Submitting a proposal for funding to the city. To have this campus designated by the city as a historical civil rights landmark.
- Pursuing funding for trophy cases, sculptures made each year for MLK by welding students, frames and Kiosk & app to tour campus, considering Neill as narrator.
- Per Neill, interview with Emma Wilson will take place this Friday
- Book is also being written on history of ECC

Professional Development Committee

- Per Michelle making sure there is full representation and looking for classified professionals.
- Neill K. reported that he has already sent out an e-mail.

Technology Committee

- Has a meeting next Thursday
- At the last Technology Committee reviewed a draft plan and approved it.

SDCE Foundation

- Barrier Grants being developed to help remove barriers to Student Success on an ongoing basis. Already identified specific funding for some programs.
- Already working with other programs who already have secured funding for their programs.
- Working with students and faculty to find out what those barriers are (need for computers, tablets, testing fees, help with tattoo removal etc.)
- ETI falls under the Foundation
- Kay Faulconer Boger is the Dir. Of Industry Partnerships and helps with facilitating contract education. Kay will be giving an upcoming presentation on contract ed.
- Teaching with ETI doesn't affect Adjunct load. Adjuncts will be paid same rate that they receive at District
- Carlos stated that there are two HVAC/Adjuncts at City that need more work.
- Carlos publicly acknowledged all the work Allison has done through the Foundation.
- Received a gift by Gary Christofani to the Gateway program for bus passes & cell phones for students. He will also leave a planned \$301,000 to our Organization.

Action Items: None.

Informational Items:

District Funding Formula

IEPI Update

Special Projects

- a. San Diego Gateway to College and Career
 - SD Gateway College and Career has a new MOU, new staff Laurie Coskey and received new funding from Jacobs Center.
 - Gateway-Data tracking
 - Ran a 3 month pilot project, where students got an introduction to trades & on job site training.
 - These students got OSHA certified, learned how to identify tools and took field trips to be introduced to all of the apprenticeship programs.
 - Verbally committed funding from the city of \$800,000. To start in early February.
 - 1 Cohort of 6 & 2 Cohorts of 12
 - Meet and greet new staff members in Gateway Resource Center 3-4:30p Monday Sept 17, 2018

b. San Diego Promise

- Awaiting our final numbers for the 3rd cohort that went. Data continues to show that Students that start out at CE continue to outperform and are better prepared and doing better when they are at the credit side.
- Promise Fundraising Gala next Thursday

c. CalTRANs

- Still awaiting data and going into year two of CalTrans program.

d. TECH/HIRE

- Getting up and running since semester has started
- Last year we had 36 internships placements, 38 employment placements and served 149 students.

e. SDRM

- Tracking job placements of cohorts 1 and 2.
- 100% completion and 100% job placement of 1st Cohort.
- 3rd Cohort which also includes women

f. Career & College Transition

- To have an Acting Dean within a week. Expected to have permanent Dean by Dec. 1st.

g. Rising to Success Equity Centers

- ECC up and running. Mid-City has furniture coming in, at Chavez as well. Jackie and Star will be meeting to review the logistics of it.
- Still working with the students from the Rescue Mission
- Every 5 weeks will be presenting to the transition classes at the Donovan transitioning out of the system outreach efforts.

h. SDCEats & Farm to Family Fair

- SDCEats Pantry at ECC is open M-Th, closed Fri.
- Purchased fridge, can now accept perishables.
- 'Retail Rescue' to begin in October.
 - 3 times a week
 - Working with Cal Coast funding to do food drive
 - Looking into clothing barrels for campus
- Smile.Amazon.com-Will give up to 5% to your charity of choice.
 - Allison will be meeting with Ranessa and more info on these programs will be coming out.
 - Setting up reoccurring deliveries will be addressed in upcoming e-mail.
- Educational & Career training provided at 'Farm to Family Fair'
- Dignitaries' to be in attendance in January (community engagement, health & wellness etc.)
- A mobile van representing Kaiser, our health wellness partner, will be hosting a health fair from 10-5pm at the opposite end the parking lot.
 - Ranessa will be sending out a flyer
 - Star's specific focus will be to inform the students about these events.
- Food trucks will be parked on the street
- Trying to have coffee kiosk, AV will play music or live music an option. Radio station with MC
- One SD pending
- 'Museums for All'-for families on benefits

PIO Media and Marketing Updates:

- Carlos will appear on KUSI to discuss partnership with Jacobs Center.
- Carlos will appear on SD People to speak of benefit of free classes
- Digital advertisements circulating on 6 board to promote career training
- Emerging market campaigns for HS, GED, Prep ESL, to involve bus bench & digital advertisement.
- Received \$20,000 funding from district
- Academic highlight (handout) - 1 hour of you tube time.
- Two Community Ads running in local papers

- T-shirts & pins made in honor of ‘Constitution day’ and reaffirming we are a safe place for immigrants & refugees.
- Carlos suggested developing a campaign to focus on this specific proposition. To look to do classes where they’re safe. Look into holding ESL classes in their churches, creating a flag.
- Mayor’s office did indicate that they will retweet our social media on this issue.
- Will send out local release soon on Newsroom

Important Upcoming Dates:

Round Table:

Star-Had recent announcement go out on Suicide Prevention, came from Mental Health coordinator grant from City College. Per Carlos Place follow the implementation of ‘Suicide Prevention’ on next meeting agenda under Special Projects. Campaign by Carol Wilkinson had a school supplies drive. These supplies were then distributed to CalWorks & the Equity Center.

Robin-Had a really nice exchange between the ‘Behavioral Health Aide’ Program students and ‘Acquired Brain Injury’ program students.

Meeting adjourned at 4:00 pm