

**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 23, 2020 ECC Room 106
2:00 p.m.**

Carlos Turner Cortez, Chair

Call to Order: 2:01PM

Members Present:

1. Carlos Turner Cortez, SDCE President
2. Jacqueline Sabanos, Vice President of Administrative Services
3. Andrei Lucas, Dean of Automotive Skilled & Technical Trades
4. Neill Kovrig, Classified Senate President
5. John Bromma, Academic Senate President
6. Timothy Pawlak, Academic Senate
7. Mitza Lindsey, Classified Senate Secretary Treasurer
8. Star Rivera-Lacey, Vice President Student Services
9. Matthew Rivaldi, Vice President, Academic Senate
10. Danielle Nинnes, Classified Member at Large
11. Eddie Madrid, Classified Vice President

Members Absent: Classified Senate Past President; Richard Weinroth, Past President, Academic Senate; Olivia Flores, Academic Senate Treasurer, Michelle Fischthal (represented by Andrei Lucas), VP Instructional Services, Rachel Rose, Academic Senate Chair of Chairs

Guests: Laurie Coskey, Executive Director, SDCE Foundation; Jessica Luedtke, Dean PRIE, Olena Kirklen, Student Representative, Vinzent Balaoing, Student Representative, Aaron Iffland, Faculty, Technology Committee, Kelly Henwood, Special Projects Management, Olena Kirklen, Student Representative, Ranessa Ashton, Public Information Officer

Presentation

Accreditation by Jessica Luedtke, Dean of Planning, Research, and Institutional Effectiveness

- Discussed the Accreditation Action Plan and Mid-Cycle Report, Goals of Accreditation
- Presented an overview of the Mid-Cycle Report and Virtual One-Day Progress Visit planned for April 2021. There is an ACS homepage, if anyone is interested on being on a visiting committee or finding out more about what Accreditation is doing, please contact VP Instructional Services, Michelle Fischthal.
- Our accreditation cycle is a seven year cycle of assessing, planning, implementing, and then reassessing. The cycle ensures quality through monitoring and assessing plans, and making institutional improvements as students needs change.
- Accreditation is a way for us to share our students' achievements and keep efforts at the forefront of what we do. For example: increasing what students know, what they can do as a result of learning, and how they feel about themselves and others, and their connection to school and learning.
- A Student and Community Profile is produced annually and available on the PRIE website. A new year of information will be added each year, showing trends since the last self-study visit. The newest report should be available within a few weeks
- See: SDCE Accreditation website for more details and timelines: <https://sdce.edu/organization/institutional-effectiveness/accreditation>

Professional Development Committee

Professional Development Committee update by Jessica Luedtke, and Michelle Fischthal.

- Met earlier this week, Laurie Cozzolino chaired the meeting and reviewed the Membership and Focus Group Recommendations from Classified Profession Group and the DE Group
- Next committee meeting will look into what actions have already been taken, recommendations from the District, and new Professional Development to focus on individually or as an institution.

Approval of Agenda

Approved as Amended, MSP: *Kovrig, Bromma*

Edits: Collapse #7 “Institutional and employee COVID-19-related Needs” and #17 “Distance Education Needs” to address simultaneously, moving to top of agenda. Removing #6 Accreditation Update due to presentation.

Approval of 09/09/2020 Meeting Minutes

Approval done by Jacqueline Sabanos and Neill Kovrig

No abstentions or oppositions.

Institutional and employee COVID-19-related needs

Update by Carlos Turner Cortez, SDCE President

- Action taken to create a list of possible items to spend for, in addition to managing further needs that have come up. There is a collective plan to distribute CARES Act and Grant funding, but with COVID-19 closure in mind.
- Encouraged both Academic and Classified Senates to continue identifying needs in anticipation of stimulus funding.

Distance Education Needs

Update by John Bromma, Academic Senate President and Matthew Rivaldi, VP Academic Senate

- “From the faculty perspective, the Academic Senate has a few Distance Education needs.”
- The survey was set up as the first step to quantify what we are coping with, and to create a strategy to address faculty issues. The Distance Education needs resolution was created to help Academic Senate be part of the conversation.
- Further discussion of the Resolution: “The San Diego Continuing Education Academic center of the San Diego Community College District is recommending the District provide resources needed to provide quality fully online hybrid partial and remote instruction and counseling. To better understand how faculty are lacking resources required to maintain quality online instruction and counseling standards, see Appendix B, along with an updated list of urgent distance education resource requirements.”
- VP Matthew Rivaldi: “In our first meeting of the Executive Committee, it was brought to our attention that a lot of faculty are privately providing their own equipment and what we thought was once was a sprint is now a marathon. So the document is basically a situational analysis that shows faculty are using their own equipment to conduct online education, demonstrating a list of needs that should have a procedure with resolutions.”

President Cortez and VP Administrative Services strategized to have the technology committee and Leadership team address the proposed resolution and look towards teaching to students. Discussion ensued to conduct an additional survey to clearly identify needs and prioritize them while engaging Resource Allocation resources and the Foundation funding.

Academic Senate Update

Academic Senate update by Academic Senate President, John Bromma and Academic Senate Vice President, Matthew Rivaldi

- Academic Senate met last week and has been working on the Distance Education needs resolution. The Senate passed a motion authorizing a self-assessment portion of the OEI-CVC process.
- Remaining proactive on gathering statistics to represent faculty needs.

Classified Senate Update

Classified Senate update by Classified Senate President, Neill Kovrig

- First meeting was held yesterday, September 22 on Zoom, Accreditation Action plan Presentation was given by Jesus Rivas.
- Classified Senate plans to implement Microsoft Teams looking forward to utilize chat functions and campus-based communication.
- Discussion ensued for fundraising for the Classified Senate Scholarship this year.

Student Report

Student Report update by Mid-City Student Representative, Olena Kirklan

- Last Friday, a training for ASB leadership students was held to learn about and further discuss governance.
- Sustainability has been made a priority, and Vincent Balaong, ASB President, led a discussion that focused on recycling both at home and in public, since campuses are closed.
- Continuing to find more support for ASB students to participate in committee meetings.

BOT Meeting Update

BOT Meeting update by Jacqueline Sabanos, VP Administrative Services

No agenda items updated for the upcoming BOT meeting, but tomorrow (09/24) is the campus presentation for the meeting. It will be held partially in the theatre and partially on Zoom.

Enrollment Management

Enrollment Management update by Andrei Lucas, Dean of Emeritus, for Vice President, Michelle Fischthal

- Additional courses were created, as well as more sections are being opened for introductory levels (i.e. Plumbing 1).
- Spring scheduling process has begun, and there are consistent virtual meetings between VP Michelle Fischthal, Patti Buse, and VP Star Rivera-Lacey to continue and expand enrollment goals.

ASB

ASB update given by Laurie Coskey, Executive Director, SDCEF

- There is a Dia De Los Muertos event that will be held virtually on October 26, thanks to the \$5,000 SD County funding specifically for a Black History Month and Dia De Los Muertos program. This event will be held from 12-12:30pm with a focus on altar additions. The funds will be expanded for Black History Month events as well.
- A Town Hall will be presented to students in November. There is an additional one October 5 with Dr. Edith Eger, Holocaust Survivor.
- Elections are held at all campuses and they are looking for an ASB Advisor and faculty member for Mid-City.

Access, Retention, and Completion Committee (ARCC)

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

- Research Projects were completed, and we are looking at more to come.

Budget Committee

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

- First meeting was held last Monday, Goals and Membership was established.
- First goal is to go over Resource Allocation process and Budget Line items.

Safety and Facilities Committee

Safety and Facilities Committee update by Jackie Sabanos, Vice President Administrative Services

- The first meeting of the year will be 09/24.

- The first Sustainability Committee meeting was held earlier today, 09/23, in which a Sustainability Action Plan was discussed, and a Sustainability Week plan is scheduled to be held during this year's Earth week.
- In 2021, activities for Classified Professionals and students will be held throughout this week in reflection of Earth Day. All of this information will be posted on the Sustainability Committee website.

Professional Development Committee

Professional Development Committee update by Jessica Luedtke, and Michelle Fischthal.

- Met earlier this week, Laurie Cozzolino chaired the meeting to review the Membership and Focus Group Recommendations from Classified Senate and the DE Earth Group
- Next committee meeting will look into what actions have already been taken, recommendations from the District, and new Professional Development to focus on individually or as an institution.

Technology Committee

Technology Committee from VP Administration Services, Jacqueline Sabanos, Aaron Iffland, Faculty

- Membership was confirmed, funding requests from last year were discussed.
- Addressed ongoing discussions on Master Technology replacement plan in the mobile device policy that we're going to be working on.
- Partial discussion on Academic Senate's technology request

SDCE Foundation

SDCE Foundation update by Laurie Coskey, Executive Director SDCEF

- Currently working on another Department of Labor Grant that complements the SB1 Grant for High Roads Construction grant.
- Five apprenticeship readiness programs will be held between March 2020-June 2021 to hold five cohorts. There is a plan to have these programs run for the next two years, with a mission to change the building and trades community in San Diego County.
- Jill Hollingsworth and Michelle Gray are working on how to discharge a \$14,000 check within the San Diego Foundation.

President Carlos Turner Cortez commended Classified Professionals and Faculty for their contributions and community engagement which led to the Foundation's revenue tripling its amount amidst the Covid-19 closure.

Annual Integrated Planning

Annual Integrated Planning update by Jessica Leudtke

- No update

Action Items: None

Informational Items:

Special Projects

Update by Star Rivera-Lacey, Vice President Student Services

- **San Diego Promise**
 - These students have moved past census, and over 10 students will be receiving 1,000 scholarships to continue their education. This is also going towards Gateway and Rising2Success Pathways students.
- **SDCEats**
 - Marketplace has been completed, and it is ready to welcome students upon reopening.

PIO Media and Marketing

No update.

Reminder: 2020 EGC Calendar

Update by Star Rivera-Lacey

- EGC will be held from 1-3pm on November 4th due to District Governance Council meetings and President's Cabinet.

Round Table

- None.

Meeting Adjourned: 3:32pm