

**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.

Meeting Minutes – September 13, 2023

2:30 PM - 4:00 PM

Via Zoom

Tina M. King, Chair

Call to Order: 2:35 p.m.

Members Present:

1. Tina M. King, President
2. Jacqueline Sabanos, Vice President Administrative Services
3. Minou Spradley, Interim Vice President, Instructional Services
4. Shakerra Carter, Vice President, Student Services
5. Jessica Luedtke, Dean of Deans
6. Rachel Rose, Chair of Chairs
7. Richard Weinroth, President, Academic Senate
8. Jessica Varnado-Swall, Vice President, Academic Senate
9. Bradley Dorschel, Secretary, Academic Senate
10. Neill Kovrig, President, Classified Senate
11. Esther Anthony-Thomas, Vice President, Classified Senate
12. Julia Molina, Classified Senate
13. Danielle Ninness, Member-at-Large, Classified Senate

Members Absent: Vincent Balaoing, ASB/Student Rep

Guests: N/A

Approval of Minutes

Minutes have been approved with edits

Action Item/Voting Items:

1. Approval of Minutes All
 - Approved w/ minor edits.
2. Student Trustee EGC Membership All
 - The committee approved adding the student trustee to the committee. The student trustee will rotate yearly.
3. Brown Act
 - <http://go.boarddocs.com/ca/sdccd/Board.nsf/goto?open&id=AYVN7E576253>
 - <https://www.calcities.org/resource/open-public-v-a-guide-to-the-ralph-m.-brown-act>
 - Meetings will rotate at each of the campuses and will rotate all other meetings as a virtual modality.

Standing voting items

- ☐ Merge internal/external calendars
- ☐ EEO Representative training
- ☐ Calendar invites for events to the DL

Presentations

None

President's Update

President's update by Tina M. King, President

- Opening of the Resource Center
- Official Grand Opening of the Student Lounge
- Student Trustee suggested to place a microwave in the student lounge
- AP 4200.1 hiring of faculty members; VPA will share the process and provide the procedures
- Staffing study is almost complete. The executive team will review and once it is completed it will be presented to the committee.
- Travel updates – changes to come, the district is working on the process and will share out. We are also looking at developing a model so that it will be equitable for all to attend professional development.
- A Call-to-Action: Co-hosted with the State Chancellor's office and NOCE. October 5th and 6th.
- Enrollment Summary – Enrollment is at 23,273 13% higher than last year and 7% increase from last year.

Academic update

Academic Senate update by Richard Weinroth, Academic Senate President

- TY to VPA Sabanos for the IT support this week. The faculty felt that they were heard.
- Would like to see 1 working calendar (governance); added to the action item; the president's office will review and discuss,
- TY to Dr. King for keeping the conversation on AP 4200.1; EEO representation training needs to be reviewed at the district level. VPA will reach out to HR for more language
- AS will be participating in the fall plenary in November in Costa Mesa

Classified Senate Update

Classified Senate update by Neill Kovrig, Classified Senate President

- TY to the executive cabinet for the summer retreat and for visiting the campuses during welcome week. Also TY to the CP and SPAA members participating in the hiring committees.
- We did not have a fundraising event for scholarship at convocation but will have one closer to the holidays.
- Next senate meeting is next Tuesday.

Student Report

Student Report update by Neill Kovrig, Classified Senate President

- Last tabling for welcome week will be at North City
- Shared the handout pamphlet that was given out during welcome week

ASB

ASB update by Neill Kovrig, Classified Senate President

- ASB members came together to discuss the coming up events. They are all very engaged.

Reopening Taskforce

Reopening update by Jacqueline Sabanos, Vice President Administrative Services

- No Report

Board of Trustees

BOT update by Jacqueline Sabanos, Vice President Administrative Services

- No items going to the board

Budget Committee

Update by Jacqueline Sabanos, Vice President Administrative Services

- 1st meeting of 2023-2024 on September 11, 2023. Reviewed membership, committee responsibilities, 2023-2024 budget allocations, resource allocation process, campus allocation model (CAM), Administrative Services Intranet

Safety and Facilities Committee

Update by Jacqueline Sabanos, Vice President Administrative Services

- Has not met yet. The first meeting is scheduled for September 28, 2023 from 2:00 p.m. - 3:00 p.m

Technology Committee

Update by Jacqueline Sabanos, Vice President Administrative Services

- Bringing in Peter and Susan Topham to present at the next EGC meeting
- Hoping to have the technology plan to present at the next meeting
- WiFi is updated at all campuses.
- 500 classroom computers are on order
- Classroom podium computers have been upgraded
- Hyflex equipment is on order for an additional 20 classrooms

Accreditation

Update by Dean, Jessica Luedtke

- Action Plan and Update, document is located in the resource folder for review

Annual Integrated Planning

Update by Dean, Jessica Luedtke

- Will update at next meeting

Instructional Services

Update by Minou Spradley for Vice President, Instructional Services

- Maureen Gallegos is the new Admin. assistant; Patricia Gil is the new Curriculum analyst
- Working on 3 expansion programs – LVN/Optical/Welding
- Conversation has started about the faculty evaluation; Article 15 of the CBA is being re-negotiated. Would like this in place by next fall.
- Schedule Preparers responsibility has changed. Each Schedule preparer will schedule their campus's program at all other campuses.

Student Services Updates

Update by Shakerra Carter, Vice President, Student Services

- Moving forward with implementing CCCApply; it will open the application as soon as October 15.
- Single sign on and student emails; 8900 of our students have not completed their multi factor authentication (MFA).

SDCCE Foundation

Update by Dr. King for the Executive Director

- No update

Roundtable:

- Weinroth: TY to VPI and VPSS for their support

Adjourned 4:10 p.m.

**SCHEDULE OF MEETINGS
EXECUTIVE GOVERNANCE COUNCIL (EGC)
SEPTEMBER THROUGH DECEMBER 2023**

EGC meetings are scheduled on the
2nd and 4th Wednesdays of each month, unless otherwise noted*
All committee meetings are in person, unless otherwise noted.

The following EGC meeting dates are to be held from 2:30 p.m. – 4:00pm in person at various locations:

September 13 CE Headquarters
September 27 CE Miramar

October 11 Virtual
October 25 West City Campus

November 8 Virtual
November 22 North City Campus

December 13 Virtual
December 27 Winter Break Hiatus