

**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 – January 24, 2024**

**2:30 PM - 4:00 PM**

**Virtual**

**Shakerra Carter for Tina M. King, Chair**

**Call to Order: 2:35 p.m.**

**Members Present:**

1. Jacqueline Sabanos, Vice President Administrative Services
2. Shakerra Carter, Vice President, Student Services
3. Jessica Luedtke, Dean of Deans
4. Richard Weinroth, President, Academic Senate
5. Jessica Varnado-Swall, Vice President, Academic Senate
6. Neill Kovrig, President, Classified Senate
7. Julia Molina, Classified Senate
8. Danielle Ninness, Member-at-Large, Classified Senate

**Members Absent:** Tina M. King, Minou Spradley, Rachel Rose, Bradley Dorschel, Esther Anthony-Thomas

**Guests:** N/A

**Approval of Minutes**

Motion to approve R. Weinroth; 2<sup>nd</sup> from J. Varnado-Swall, all approved.

**Action Item/Voting Items:**

1. Approval of Minutes ..... All

**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 Shakerra Carter for Tina M. King, President

- Updated on how the flood affected all of the campuses and closures; ECC student services has moved to room 106 so that they can continue serving students.
- Enrollment is at 21, 587 students up from last year.
- 21,745 for spring as of 1/22/24 which is 9% greater than last year.

**Academic update**

Academic Senate update by Richard Weinroth, Academic Senate President

- Discussed the 110-year celebration ideas: license plate holder, key fob, Stanley cup logo water bottle, otter boxes for laptops, community celebration (R. rose); sporting event (S. Pierson) advertisement to promote enrollment. Use this event to promote enrollment, not just a party.
- MLK parade was great, shout out to Mike Bradbury, he always does a great job. AS has 2 requests for next year: let's get the shirts out earlier so people can promote them earlier, it's a big PR opportunity; would like to create for everyone to have name tags to wear throughout the parade. "Hello my name is....."
- Staffing report – Waiting for the PowerPoint to place on the agenda.
- Student emails – faculty is still having issues with receiving student emails. Per Dr. Carter faculty should have received them by 1/19/24. Dr. Carter will follow up with Educational Services in regards to the faculty and Emeritus student email.
- Mid-City continues to have Wi-Fi issues, they have sent numerous tickets into the IT help desk (J.Swall); VP Sabanos will follow up with district IT.

### **Classified Senate Update**

Classified Senate update by Neill Kovrig, Classified Senate President

- Met yesterday, they are visiting the restructure for the senate to add another senator from IS, AS and SS and possibly HQ. Expansion of one office and four additional senators. Formal language will go forward for ratification at the next meeting.
- Trenton Romero from North City has joined the senate; ECC still has a vacancy.
- Robust discussion about the STAR conference; CAEP
- Upcoming fundraiser: Creating a form to pre-order "Boo" bags for Valentines Day; all funds go to the scholarship fund.
- Very excited about Trenton's participation in the senate, he was a part of Passport (R. Rose)

### **Student Report**

Student Report update by Neill Kovrig for Adriana Dos Santos, Classified Senate President

- Attended the MLK parade
- Attended the luncheon hosted by Dr. King
- Preparing for the holiday events coming up
- Adriana presented at the Board of Trustee Retreat
- Traveling to Sacramento and Washington D.C.

### **ASB**

ASB update by Neill Kovrig, Classified Senate President

- Same as student report

### **Board of Trustees**

BOT update by Jacqueline Sabanos, Vice President Administrative Services

- 2 items going forward: Program Manager (ELL grant)
- Increase in funding for Marine Brig, from 180k, to 188k.
  - Asked by R. Weinroth whether or not the internship is paid or not; VP Sabanos will follow-up on this.

### **Budget Committee**

Update by Jacqueline Sabanos, Vice President Administrative Services

- Meets next month.

### **Safety and Facilities Committee**

Update by Jacqueline Sabanos, Vice President Administrative Services

- C-Cert training in March
- Thank you to everyone for assisting with the safety measures at your campus.

## **Technology Committee**

Update by Jacqueline Sabanos, Vice President Administrative Services

## **Accreditation**

Update by Dean, Jessica Luedtke

- Working on classroom observation list. VP Spradley is still working on this.
- Continued to work on the schedule, the primary folks are those who participated in the criteria/focus groups.
- Student session will also be available during the visit (will need permission forms)
- Jesus and I will be presenting at Institution Day

## **Institutional Effectiveness**

Update by Dean, Jessica Luedtke

- Carla is hard at work with Institution Day, NCORE and the Ghana trip

## **Instructional Services**

Update by Minou Spradley for Vice President, Instructional Services

- No update

## **Student Services Updates**

Update by Shakerra Carter, Vice President, Student Services

- Query on Waitlist – District is working on pulling a query. Will keep this as a standing item.
- We have 318 applications submitted for scholarships.
- The commencement committee met, and they are moving forward with the planning. The landing page should be up soon. Anyone who completes a certificate can participate.
- We are participating in the Rites of Passage as well.

## **SDCCE Foundation**

Update by Neill Kovrig for the Executive Director

- Met last week on 1/17. Will be meeting with Woody to go over the scholarship list.
- We have a new Executive Director designate that will be announced and in attendance at Institution Day. Thank you to Dr. Boger for her services.

## **Roundtable:**

**Adjourned 3:34 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