

**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 – November 08, 2023**

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

**Virtual**

**Tina M. King, Chair**

**Call to Order: 2:30 p.m.**

**Members Present:**

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

**Members Absent:** Shakerra Carter, Neill Kovrig

**Guests:** Brenna Leon Sandeford

**Approval of Minutes**

Minutes have been approved.

**Action Items:**

**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**

- Marketing and Branding
  - Website has been updated and will continue to work on
  - Working on sizzle videos
  - R. Rose: is there a possibility to have individual videos for specific programs (30 sec.), will talk with Brenna off-line.

- R. Weinroth, would like to edit the SDCCD Email Login tab – to just read Email Login

### **President's Update**

President's update by Tina M. King, President

- Fall Forum – Virtually on November 15, 2023; will focus on Enrollment Management; I will be rolling out the capital campaign for AIR Skilled Training Institute. The monies from BlueForge Alliance will be used to kick this off.
- IT update for our college: Based on the last meeting, AVC shared that we are currently working with Tech systems until December, but the district has agreed to pick up the costs into Spring.
- Holiday Celebration hours – moved to 4:00pm – 6:00pm
- CPE Staffing Study– will be presenting their recommendation at the next EGC meeting on 11/22/23 (remove EGC on 11/22/23 due to a non-instructional day) will invite for 12/13/23.

### **Academic update**

Academic Senate update by Richard Weinroth, Academic Senate President

- The Senate is grateful to have Ingrid present at the last meeting as a representative not a guest.
- AS will be leaving to go to Contra Costa for ASCCC Fall Plenary
- Thankful that AVC Maharaj and VC Topham were at the last meeting to share updates.
- Thank you to VPI; chairs are looking forward to having their logos (R. Rose)
- They spoke with Jim and voted on the 11-month contract, all but 1 program chair was in favor of this process. (R. Rose)

### **Classified Senate Update**

Classified Senate update by Julia Sanchez-Molina for Neill Kovrig, Classified Senate President

- Did not meet this past month. They did have a successful fundraiser (\$750) from the boo bags to go towards the scholarship. Will do another fundraiser in February.

### **Student Report**

Student Report update by Adriana Dos Santos, Classified Senate President

- They have been involved with Native American month and Thanksgiving, they will start on the Christmas celebration.

### **ASB**

ASB update by Neill Kovrig, Classified Senate President

- No update

### **Board of Trustees**

BOT update by Jacqueline Sabanos, Vice President Administrative Services

- 3 items going to the board - COS for CE Mesa; Delete and establish position for Outreach from SST to Program Support Technician; Acceptance of 1.4 million from ELL grant

### **Budget Committee**

Update by Jacqueline Sabanos, Vice President Administrative Services

- Resource requests will be under Administrative Services. You must complete your resource requests; Due date is Dec. 14<sup>th</sup>.
- Do not include supplies, computers or professional development requests.

### **Safety and Facilities Committee**

Update by Jacqueline Sabanos, Vice President Administrative Services

- Meeting on Nov. 30<sup>th</sup>. C-Cert dates have been moved to March 20 -22, 2024. VPA will check on the link to sign up.

### **Technology Committee**

Update by Jacqueline Sabanos, Vice President Administrative Services

- Meets on Nov. 16<sup>th</sup>. Installing new computers at Chavez and West City. They will be upgrading other campuses during the second half of November. The network share system (G & H drive) will be upgraded on Dec. 17. Please log off of your computer when you leave on Friday.

### **Accreditation**

Update by Dean, Jessica Luedtke

- Self-study has been submitted to the board.
- Will be attending the CE Accreditation meeting tomorrow and presenting as well. This will include our timeline, recommended areas of growth and achievement.
- Will present the action plan in December for approval.
- DEIAA reading & Diversity Pledge – First Reading
  - Per R. Weinroth: This has not gone to Academic Senate per Dean Luedtke it went to AS last fall, for review but not approval.
  - Will bring this back as a second reading so that AS can review and will bring it back on 12/13/23. Bradley can accommodate it on the agenda for the 11/14 meeting if Esteban is available.

### **Annual Integrated Planning**

Update by Dean, Jessica Luedtke

- Instructional and Administrative reviews are due this Friday. For any questions, please reach out to AS Rivas.

### **Instructional Services**

Update by Minou Spradley for Vice President, Instructional Services

- Enrollment keeps going up. Very hopeful that we will be very close to 20K.
- Onboarding for faculty has been an ongoing discussion both with the instructional deans and faculty. There will be an all-adjunct welcome dinner for the spring of 2023 aimed at building community, giving updates and brief onboarding information. ISO is also working on a one-year contract faculty onboarding plan.
- AI assistance to streamline business processes was explored during the latest dean's meeting. Onboarding was one of the places where AI assistance may be explored.
- ELL grant – The Chancellor's office in collaboration with SDCOE; only 6 CAEP consortiums are receiving this grant, proposal is for English Language Learners; CNA, Home Health Aide, Optical Technician and Ophthalmic technician.
- Working with district: When students apply with CCCApply, they should receive a college ID; usually they receive this right away, but we have been notified that this could take up to 48 hours to receive. They are currently working with the district to reconcile this. Looking to pull the data to identify what the issues are.

### **Student Services Updates**

Update by Dr. King for Shakerra Carter, Vice President, Student Services

- SDCCE overall enrollment is currently up by 14%, but still has 200 classes left.
- Hosted the 3<sup>rd</sup> NCAL Symposium at Mesa College; next one is at City College.
- Next week we are releasing something exciting –SS are closing the deal with UTWSD (United Taxi Workers of San Diego)

## **SDCCE Foundation**

Update by Dr. King for the Executive Director

- In the process of hiring the Ex. Director position. Will be conducting the 2<sup>nd</sup> interviews soon.

**Roundtable:** R. Weinroth; requests that all of the information given from VPI be given to DeeDee to ensure that everything was captured correctly; Also wanted to learn more on how we partnered with UTWSD; Dr. King shared that she met and collaborated with Peter Ziesche, to gather all the information on UTWSD. Students must live within a 20-mile radius. This will be run through our Basic Needs department. R. Weinroth suggested that maybe we can offer these services to our employees as well, Dr. King will look into this.

**Adjourned 4:00 p.m.**

DRAFT