

SAN DIEGO COLLEGE OF 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.

Minutes

Wednesday, February 28, 2024
President, Dr. Tina M. King – Chair

Zoom

2:30 PM - 4:00 PM

EGC Members: Anthony-Thomas, Carter, Dorschel, Dos Santos, Foy, King, Kovrig, Luedtke, Molina, Ninness, Rose, Sabanos, Spradley, Varnado-Swall, Weinroth

Absent: Bradley Dorschel, Julia Sanchez Molina, Rachel Rose

Guests: Carla Grossini-Concha, Brenna Leon Sandeford, Trenton Romero, Rudy Sanchez

Presentation:

- Star Conference (Grossini-Concha) May 23rd proposing to close the entire day (to include NANCe) Possibly hold the Friday before May 17th.
- Website re-design (Leon Sandeford) – include faculty on the beta testing. Identify a represented, faculty, classified, student, admin. Within the next week, due March 13th.

Action/Voting Items

1. Approval of MinutesAll
 - Minutes Approved

Standing voting items

- ☐ Merge internal/external calendars – resolved: calendar invites sent out only for major events.(Remove)
- ☐ EEO Representative training – SDCCE in process of hiring a SCO.

Reports:

1. President's Update King
 - a. Enrollment – 14,573 unduplicated headcount; 26, 610 overall enrollment
 - b. Summer Retreat – Friday, August 23, 2024 (Veba Resource Center)
 - c. Moving to Microsoft Teams for phones per Peter Maharaj. TY to VP Carter for the vanity line. Will move to pilot in April.
 - d. April 11 special board meeting – Basic Needs Study Session
 - e. Special Announcement – Nominated Classified Employee of the Year – Esther Anthony Thomas please join us at the next BOT meeting on March 14th.

- f. District office nominated us for the NCAL work, we did not win, but we do get an honorable mention from the RP Group on April 10th.
2. Academic Senate UpdateWeinroth
- a. Senate election coming up for the Vice President (1- year term) and Secretary (2-year term)
 - b. Guest Brian Weston at their last meeting.
 - c. Marne Foster – there is a new SLO; 5th SLO (revised) It is available in the Canvas shell.
 - d. Invited to join the IT meeting, Microsoft 365 licensing issue is statewide. Hoping we can change this in our institution (Swall).
3. Classified Senate Update.....Kovrig
- a. Met recently and will be updating their bylaws as well as increasing the number of senators.
 - b. They will be making a donation to the foundation from all of their fundraising efforts.
 - c. Kovrig will be attending the upcoming conference in Sacramento for IEPI.
 - d. TY to everyone who has donated funds for scholarship. (Thomas)
4. Student Report/ASBDos Santos
- a. ASB members are preparing for Women’s History month.
 - b. Selling bags of chocolate
 - c. Event on zoom March 23rd.
5. Administrative Services updateSabanos
- a. Travel Policy: (place in resource folder and send to members)
 - i. Needs the new document for the per diem rate (GSA rate) to send to faculty so that he can place on their website. (Weinroth)
 - b. Hours of Operation: Need to solidify the hours for all the campuses. Per VPSS, they will be assessing the coverage of staff at each of the campuses and will work with the COS and the Deans.
 - c. 4x10 schedule: Guidelines the same as last summer. June 10 – Aug. 16.
6. BOT Meeting UpdateSabanos
- a. 3 items going to the Board meeting
 - a. Classified Employee of the Year
 - b. Increase in COLA for WIOA
 - c. Increase for CalWORKs/TANF
7. Budget Committee.....Sabanos
- a. No Update, they have not met.
8. Safety and Facilities CommitteesSabanos
- a. Met 2 weeks ago, introduced the new lieutenant, Jeffrey Hughes; discussed resource allocation.
9. Technology Committee.....Sabanos
- a. Welcomes anyone to join the meeting.
 - b. Discussed the licensing of Microsoft; Faculty professional development and classified professionals as well. Discussed the Microsoft Teams calling. There is an emergency locator.
10. Accreditation.....Spradley
- a. Deliverables due to the visiting team on March 1st; they are getting access to sharepoint. You can view the videos on the sharepoint page. Schedules are almost finalized. Dr. Spradley is working on the classroom observations. The PIO and team have completed the video.
 - b. Ingrid and Dr. Spradley tested the devices this morning. They have worked out how they are going capture the live video. Will assign 2 people per campus. The microphones that Chris suggested are great. (Spradley) Between March 1 – 15 is when they will be observing the classroom.
11. Institutional Effectiveness.....Luedtke
- a. PD updates: Carla rebuilt the PD page. You can access it through the website – organization – Faculty and staff resource; scroll down on the right side. It includes the upcoming training. FELI will be offered in the summer.

12. Instructional Services UpdatesSpradley

- a. The summer of 2024 class schedule production is on the way.
 - i. The deadline for faculty to submit their summer availability was 2/26.
 - ii. TAOs will be released to faculty on 4/8
 - iii. The final date for deans to enter class information online is 4/12.
 - iv. Summer will be term activated in campus solution by the district on 4/12
 - v. The summer schedule will go live for class search on 4/15
 - vi. Enrollment for all classes will begin on 5/13. This is a Monday. After consulting with the district, alignment with the credit colleges was essential and reduced workload on both district and CE personnel.
- b. Our new faculty tutoring coordinator will be Dr. Kirstin Lollis. Dr. Lollis is currently teaching Math both at City College and at a high school. Given the state of Room 76 at ECC and Dr. Lollis' commitments she will start on June 1st. Dr. Lollis was a full time Math faculty at City college. Her Ph.D. is in Math education. She had an office here at ECC and was in charge of coordinating the Math class schedule for City College at ECC many years ago. She has experience managing franchises and is an active member of community organization in San Diego. She is returning to the district as a full time faculty member with us in the role of the faculty tutoring coordinator.

13. Student Services UpdatesCarter

- a. Hosting 2 enrollment: Cesar Chavez and Mid-City
- b. Has been working w/ VPI on the enrollment process for high school students. We will be bringing forth 2 positions: Evaluator and Detailer still working on the job descriptions.

SDCCE FoundationFoy

- a. Hiring 2 positions – Fiscal Director and Administrative Assistant.

Round TableAll

Meeting tomorrow w/ Anthony and Jasmin to discuss the location of the Scholarship event. Possibly the front lawn area. April 26th is the day of the scholarship event. We are currently over 80k. Students will have the opportunity to meet the donors. (Kovrig)

Access to transportation. Worked with UTSD; thank you to President Weinroth for sharing. TY to Shakerra and her entire team for the support. Our student trustee shared the process (King)

Adjourned: 4:10