

San Diego College of Continuing Education

EGC Meeting Agenda/Minutes

Date: September 25, 2024

Meeting Start: 2:30pm

Person Recording Minutes: DeeDee Redulla

Members: Tina King, Minou Spradley, Shakerra Carter, Jacqueline Sabanos, Richard Weinroth, Jessica Varnado-Swall, Stacy Surwilo, Carolyn McGavock, Esther Anthony Thomas, Neill Kovrig/Trenton Romero, Mitza Lindsey, Danielle Ninness, Jessica Luedtke

PRESENTATIONS	PRESENTER	TIME CERTAIN
None		

ACTION ITEMS	
Review of Minutes for May 2024 and Sept. 11, 2024 (Resource Folder)	
Time change for Dec. 11 th meeting	Move start time to 1:00pm

Reports

DEPARTMENT	AGENDA ITEM
President's Update President King	Enrollment review (Resource Folder) Screening Committees – Committee structure having parity amongst the constituents. Adjunct Increase – \$3.5 million Bond Measure HH - \$3.5 Billion Upcoming moves/relocation
Academic Senate Update (5 min) Weinroth	C. McGavock: a. Advocating through AFT for an 11-month contract for program chairs to be available during summers. b. Re-visiting the policy for NANCE employees, restrictions on hours to limit employees. Allowable time during peak times. The request is to delay the implementation of the reduction of hours for NANCE employees. The parameters sent out must be implemented now. c. A new searchable waitlist for ESL in Teams will be available to view. Committee Selection for faculty representation is appointed by the Academic Senate

Classified Senate Update (5 min) Thomas	Transitional services for NANCE employees – SS to work w/ Classified Senate to hold workshops for NANCE employees. Concern with students needing help with enrollment. Convocation – raised over \$900; More fundraising coming in November CS President’s met with Chancellor Smith; looking to hold a retreat to get to know the BOT members, etc. Committee Selection of Classified Representation
Student Report (5 min) Zuniga	Travelling to Orange County for the NOCE conference to participate on a student panel; Visited 6 classrooms at Mid-City to talk with students about their needs: Bus Passes, books, parking, laptops and office supplies. Students would like screens placed in the lobby with information.
Administrative Services Update (5 min) Sabanos	Chavez flooring is complete ECC Switchgear replacement in December Moving employees
BOT Meeting Update (5 min) Sabanos	2 items; increase amount of the revolving account at Cesar Chavez; acceptance of funds for the IEPI grant.
Budget Committee (5 min) Sabanos	Meeting on Nov. 4 th from 1pm – 2pm; inviting all to attend
Safety & Facilities Committee (5 min) Sabanos	Meeting tomorrow 9/26/2024 Safety week is in October
Technology Committee (5 min) Sabanos	Discussed a variety of items; licensing for certain software Tech Bar up and running
Professional Development Committee (5 min) Luedtke	Has not met Seeking faculty to participate in SWP Faculty Institute – Thank you to Dr. Weinroth for sending out email to faculty promoting participation. Virtual Flex Training occurred this week – many levels of questions – Carla will continue to provide several times per term.
Institutional Effectiveness/Accreditation (5 min) Luedtke	Governance Handbook – Jessica to work with EPC to structure closer to District Administration & Governance Handbook, with some SDCCE past Handbook and Southwestern’s Handbook. Focusing on clarity of processes and structures (ex. Committee/group definitions, relationships, actions). The timeline was self-selected and will be pushed. Jessica will bring updates to EGC.
Instructional Services Update (5 min) Spradley	Academic Calendar for 25-26 and 26-27; will take back the 26-27 calendar for edits. Implementing AD Astra for scheduling of classrooms.

Student Services Update (5 min) Carter	July Advance Apportionment Categorical Funds - SEA, Basic Needs, LGBTQIA+ (Bring Back) Call Center (Bring Back) Summer Enroll Now Days (Bring Back)
SDCCE Foundation (5 min) Foy	
Roundtable	Chancellor Smith wants to attend the next CS meeting.

[SDCCE Important Dates](#)

SCHEDULE OF MEETINGS EXECUTIVE GOVERNANCE COUNCIL (EGC) SEPTEMBER THROUGH DECEMBER 2024

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

September 11 **Virtual**
September 25 **CE Headquarters**

October 09 **Virtual**
October 23 **CE Headquarters**

November 13 **Virtual**
November 27 **No Meeting**

December 11 Virtual (time conflicts w/ DGC) propose 1pm – 2:30pm

December 25 **Winter Break Hiatus**