

San Diego College of Continuing Education

EGC Meeting Agenda/Minutes

Date: November 13, 2024

Meeting Start: 2:30pm

Person Recording Minutes: Michael Escalona

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

| PRESENTATIONS | PRESENTER | TIME CERTAIN |
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| None | | |

| ACTION ITEMS | |
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| Review of Minutes for October 23, 2024 (Resource Folder) | Edits will be made 11.13 and then approved for minutes. |

Reports

| DEPARTMENT | AGENDA ITEM |
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| President's Update President King | <ol style="list-style-type: none">1. Enrollment review (Resource Folder)2. Thank you so much for AS and CS for breaking bread together. It is a lovely time to see you and connect with one another!3. Measure HH passed!4. Two new Board of Trustee members are now part of the District.5. Hiring Process document is still being developed.6. A lot of our students are concerned given the current results of the elections. SDCCE will continue to work with our faculty to support our students.7. ELL Grant has passed!8. President's Team will work on cards for students "Know Your Rights As Students" and continue to protect our students. |
| Academic Senate Update (5 min) Weinroth | <ol style="list-style-type: none">1. Chair of Chairs, No Report2. Richard has returned from the Fall Plenary and focused on technology and artificial intelligence3. February 2025 – an AI Symposium being held by the summit in San Diego.4. Information on travel funds is still in the works |
| Classified Senate Update (5 min) Anthony-Thomas | <ol style="list-style-type: none">1. We are excited that Carla Grossini-Concha is joining us in November to speak about the STAR conference. |

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| | <ol style="list-style-type: none"> 2. Dr. Shakerra Carter will also be joining us in our CS Executive Board meeting and or our CS General meeting as soon as her schedule permits 3. We do not have any additional information to report as we have not had a CS meeting for November. Our next meeting is on Zoom Tuesday, November 19th, at 2:00 p.m. Encourage classified professionals to attend! 4. Thanks for the SDCCE scarf swag! |
| Student Report (5 min) Zuniga | <ol style="list-style-type: none"> 1. Currently working with the senators of the campuses, there is a concern that homeless individuals are entering the West City childcare areas. It is uncomfortable for the children. Working alongside ASCCC as CE is now a member to this organization. 2. Dr. Carter and Dean Novak will connect with Haydee regarding developing a process on how to report issues and concerns with the campus. 3. Dr. Carter, Neill Kovrig, and Dean Novak will connect with Haydee on ways they can meet with ASCCC. |
| Administrative Services Update (5 min) Sabanos | <ol style="list-style-type: none"> 1. Campuses will remain open during holidays; but dependent on the campuses and employees being able to work during those times. 2. Working on the electrical switch contractors. Power will be turned off 12/16 – 1/5. Power will be in A B and C buildings |
| BOT Meeting Update (5 min) Sabanos | <ol style="list-style-type: none"> 1. No items |
| Budget Committee (5 min) Sabanos | <ol style="list-style-type: none"> 1. Met on 11/4 and went over the allocation process; went over multiple funding areas |
| Safety & Facilities Committee (5 min) Sabanos | <ol style="list-style-type: none"> 1. Have not met; Set for 12/5 |
| Technology Committee (5 min) Sabanos | <ol style="list-style-type: none"> 1. Have not met, but planning to meet 11/21 |
| Professional Development Committee (5 min) Luedtke | <ol style="list-style-type: none"> 1. Will meet Monday, November 18th 2-3pm via Zoom – guests are welcome 2. Spring Institution Day Flex coordination is beginning. Please contact PD/FLEX Coordinator with suggestions for offerings or interest in facilitating a workshop during Spring FLEX. 3. SDCCE's own Constructs for Creating a Culture of Dignity online series – open to all employees - is being held Nov. 8th, 14th & 15th 4. FELI is taking place Jan 13th - Jan 17th from 9 am - 5 pm, save the dates and encourage your department and staff to attend 5. Information was shared on the DL inviting employees to access monthly video recordings, racial equity resources, and to participate in virtual communities of practice via an Equity Connect platform. Carla Grossini-Concha will send out additional emails to promote this opportunity. It will be open for the remainder of 2024/25. 6. DEIAA Committee held an informal meeting space for employees as a post-election place for DEI open support on Friday, 11/8 |
| Institutional Effectiveness (5 min) Luedtke | <ol style="list-style-type: none"> 1. CAIR Conference Participation: The PRIE team had a strong presence at the recent California Association of Institutional Research (CAIR) conference. The Associate Dean of Research, |

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| | <p>Planning, and Innovation served as a member of the CAIR Board of Directors, while Michael Gracia, PRIE's Research Expert, led an SPSS workshop. Additionally, PRIE's Administrative Technician, Debi King and Jesus Rivas hosted a session on multicultural team management. Jesus also let a session on relationship management with Jaime Sykes, CAIR's incoming Vice President and SDCCD Research and Planning Analyst.</p> <ol style="list-style-type: none"> 2. NCORE Connections Conference: In collaboration with the Student Services division, the PRIE office hosted an online session on the Binational Adult Student Study at the NCORE Connections conference. 3. Data Compilation for Contract Counseling Faculty: The PRIE office and Student Services division collaborated to create a data compilation to inform resource request submissions for contract counseling faculty. This compilation includes community demand, enrollment trends, and other metrics to support the assessment of counseling needs. 4. Student Equity Success Survey: The PRIE office is developing a survey to collect data on student goals, challenges, strengths, and experiences. Key operational needs include improved categorization for ancestry, ethnicity, and race, and an inventory of high-impact practices that students use to overcome challenges. 5. Annual Integrated Planning: Program Review submissions were due on 11/08 and Strategic Planning are due on 11/25. For assistance, contact Sarah Boswell, Program Review and Planning Coordinator. 6. Enrollment Management Simulator Update: A new iteration was released to assist instructional deans in developing the Spring 2025 schedule. 7. Mental Health Feedback Instrument: Student Affairs & PRIE developed a pre-and post-survey for feedback from mental health event attendees. Helps the Mental Health Services team assess attendee expectations and evaluate how well they're met. 8. 3rd iteration of Faculty Institute has launched, with 20 instructors from CTE and non-CTE areas. Faculty Institute fosters self-reflection, inquiry, and research-based decision-making among faculty. 9. Community Mapping for Outreach: NEW - Community maps have been developed to support marketing and outreach. They highlight demographic concentrations in San Diego City and San Diego County to guide targeted outreach efforts. |
| <p>Instructional Services Update (5 min) Spradley</p> | <ol style="list-style-type: none"> 1. Modality Changes; Spring Schedule went live on November 4th with minor changes still happening. Emeritus will go live by the end of the week. 2. Ad Astra is a scheduling tool that will be going live next week; Janay Patton will be hosting this training. 3. FHP met last week; a workgroup that works on the languages |

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| | <p>for processes and taken to the AS for read and review.</p> <ol style="list-style-type: none"> Adjunct Welcome Date is January 28th at ECC in the afternoon. Lots of hiring going on: CLTX and ABE Dean interviews have not been conducted yet, but hopefully these positions will be filled before Dr. Spradley leaves at end of January. |
| Student Services Update (5 min) Carter | <ol style="list-style-type: none"> We are working on the student journey document and developing information. Dr. Carter has shared a document with EGC regarding the mission and values of our students. The current draft is posted inside the Teams Resource folder. Please give feedback on this document and add more information to be a training manual for all the classified professionals. 11/14 – Apprenticeship Expo will be held at ECC in partnership with SDCOE. 10AM – 1PM 11/21 – ARP Cohort Graduation and Celebration 11AM – 1PM Thank you to the FHP for developing these processes. |
| SDCCE Foundation (5 min) Foy | <ol style="list-style-type: none"> We are in the process for hiring our ETi director. 2nd interviews will be in December. Business Resource Center is opening at Cesar Chavez some time next month! |
| Roundtable | |
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[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) new time 1pm – 2:30pm

December 25 **Winter Break Hiatus**