EGC Meeting Agenda/Minutes

Date: December 17, 2025   **Meeting Start**: 2:30 pm
Person Recording Minutes: Desiree Redulla

MEMBER NAME	TITLE	PRESENT/ABSENT/PROXY
Dr. Tina M. King (Non-Voting)	CCE President	PRESENT
Dr. Masa Omae	CCE Vice President, Instruction	PRESENT
Dr. Shakerra Carter	CCE Vice President, Student Services	Proxy – Dean Garrett
Jacqueline Sabanos	CCE Vice President, Administrative Services	PRESENT
Dr. Richard Weinroth	President, Academic Senate	PRESENT
Kelly Metz-Matthews	Vice President, Academic Senate	ABSENT
Stacy Surwilo	Treasurer, Academic Senate	PRESENT
Dr. Rachel Rose	Chair of Chairs, Academic Senate	PRESENT
Catherine Shafer	Dean of Deans	PRESENT/Proxy- J. LUEDTKE
Esther Anthony-Thomas	President, Classified Senate	ABSENT
Trenton Romero	Vice President, Classified Senate	PRESENT
Mitza Lindsey	Treasurer, Classified Senate	PRESENT
Neill Kovrig	Member at Large, Classified Senate	PRESENT
Yahir Mendez	President, ASCCE Student Trustee	PRESENT

GUEST NAME	TITLE	PRESENT
Dr. Tami Foy	Executive Director, SDCCE Foundation	
Esteban Alvarado	Chair, DEIAA	
Carla Grossini-Concha	Professional Development Coordinator	
Brenna Leon-Sandeford	Public Information Officer	
Rocio Lopez	SPAA Member	
Andre Harris	SPAA Member	
Silvia Nogales	SPAA Member	
Ksenia Cavo	Administrative Assistant V	

PRESENTATIONS	PRESENTER	TIME CERTAIN
Governance Handbook	Jessica Luedtke	2:35pm

Action Items	
Review of Meeting Minutes for (November 19, 2025)	Approved
Academic Calendar	Suggestions/Concerns: • (Kovrig) Version 1: No break between summer and fall semester for classified staff in regards especially during the duration of the "All Hands-on Deck" phase. • (Surwilo) Would like to have our calendar align closer with SDUSD. • (Rose) PC suggests aligning with SDUSD; concerned that students wouldn't have enough time in between

	semesters • (Weinroth) supports this but doesn't believe that students will show up. • President King asks that VP Omae takes back the concerns from the committee Academic Calendar Voting on Version 1, 2, 3 & 4 Outcome: <mark>Version 1 – 8 votes</mark>; Version 2 – 0 votes; Version 3 – 0 votes; Version 4 – 3 votes Recommendation for Version 1 of the Academic Calendar to take forward
Governance Handbook	N. Kovrig – Concerned the students are not considered as a primary constituency body. Why are they not represented with four members in EGC? Per J. Luedtke when this was sent out to the ASCCE, it was clarified that it would still be operating as an operational group. Update the term "Voluntary" Primary changes to the handbook • Calendar addition has been added • SPAA bargaining unit will be added • ARC name has been changed to Enrollment Management Committee • Program Review changes were made • Associated Student Body has been changed to ASCCCE N. Kovrig asks that in the document there be clarification that delineation of a classified professional be brought forth by the classified senate. N. Kovrig suggests that 4 students be represented in the committee like the other constituent bodies. Y. Mendez is comfortable with being the only voice for the student. R. Weinroth is concerned with only having one student voice for all the students. Voting for printing of handbook Outcome: <mark>Yes 10 votes</mark>; No 0 votes; 1 Abstention Student Representative Addition (in the Governance Handbook) Outcome: Up to 4 – 1 vote; Up to 3 – 2 votes; <mark>Up to 2 – 4 votes</mark>; Remain at 1 – 3 votes SPAA members will let us know who will be added to EGC An additional student representative will be added to the committee, but if they do not attend it will not affect quorum

President's Updates

President King - Chair	1. Meeting minutes are being recorded for accuracy
	2. No President message coming out this Monday (12/22), but there will be a holiday message sent
	3. Hiring Process announcement/update from Rocio Lopez – workflow process document.
	4. Mariana presenting at the January meeting on the Bond Update
	5. Congratulations to our new WBL Coordinator Stacy Surwilo
	6. Working on a tour of the theatre for EGC

Governance Updates

Academic Senate Update (5 min) Weinroth	1. Grateful for the Holiday Party
	2. (Rose) AS would like to remind everyone that faculty are not working over the break and will not be checking their email so please don't send emails; President King in response reminded everyone that there are other employees still working and will be sending out email as part of their daily work and asked that if faculty are not working to please refrain from checking their emails.
	3. Waitlist says full in the system for student enrollment
Budget Committee (5 min) Sabanos	Has not met since the last meeting
Classified Senate Update (5 min) Anthony-Thomas	1. Senate met yesterday, planning the retreat currently for January 9th
	2. Received a wonderful presentation from Dean Garrett
	3. Working on the line up of speakers for the retreat
Enrollment Management (5 min) Carter/Omae	N/A
Professional Development Committee (5 min) Grossini-Concha	N/A
Safety & Facilities Committee (5 min) Sabanos	• The Safety and Facilities Committee met on December 4, 2025.
	Emergency Communications
	• One of the most important things employees can do is download the SDCCD Safe App, which provides a direct connection to College Police in an emergency. It is also essential to sign up for emergency notifications through the RAVE system so employees can receive timely alerts by email and text. Additional resources and step by step instructions for both tools are available on the Administrative Services Intranet, which houses all of our safety materials and can be found here:
	• https://sdccd0.sharepoint.com/sites/SDCEAdministration
	• **SDCCD Emergency Operations Plans** We reviewed the SDCCD Emergency Operations Plans, including both the current plan and the updated version that is currently in development. Both documents are available on the Administrative Services Intranet for faculty and staff to access at any time. These plans outline districtwide emergency procedures and provide guidance on how we prepare for and respond to a variety of emergency situations. West Coast Consulting Group 90 days from

	plan approval.
	Training Needs & Opportunities We are working with Lieutenant Hughes on plans to conduct emergency drills at each of our seven campuses beginning in January. Anthony and I also discussed the need for tabletop exercises and the exploration of additional communication tools to supplement the Safe App and RAVE alerts, including ALICE training.
Technology Committee (5 min) Sabanos	The Technology Committee met on November 20, 2025. Concerns were raised about students experiencing difficulties with multi-factor authentication due to limited access to phones. The process for requesting authentication tokens was explained, including submitting a JIRA ticket or contacting support via email, with confirmation that requests can be made from non-SDCCD email addresses. It was also noted that tokens are available through campus tech hubs, while mailing tokens directly to students presents logistical challenges. Tech Hub hours remain unchanged

College Updates

Administrative Services Update (5 min) Sabanos	The memo regarding the 36-hour workweek from December 3, 2025 was reviewed.
BOT Meeting Update (5 min) Sabanos	1 item going to the board regarding the Blue Forge grant
Dean of Deans (5 min) Shafer	N/A
DEIAA (5 min) Alvarado	N/A
Instructional Services Update (5 min) Omae	N/A
SDCCE Foundation (5 min) Foy	N/A

Student Report (5 min)
Melendez
	1. Executive Summary
	    During this period, I have attended different events in our CE campuses like winter wonderlands this is part of my wish to accompany the senators in their activities.
	    Reports for each Campus
	    CE Mesa College: Winter Wonderland (successful).
	    CE Miramar College: N/A
	    Cesar E. Chávez: Winter Wonder land Successful
	    Educational Cultural Complex: Winter wonder land pending it's going to be tomorrow
	    Mid-City: Winter Wonder land Successful.
	    North City: Winter wonder land successful
	    West City: N/A
	2. ASCCE:
	    Yahir Connect Family Day on dec 13 at ECC campus was successful. I would like to say thank you to everyone one who made this event possible in specially Ms. Andrea Gastelum from Outreach program who worked with us the exceptional way.

	At our last general assembly, we approved resolution to ensure equitable access to school resources for non-credit students.
	3. Advocacy Summit 2025:
	    a. From 05-07 December we had student representation at Advocacy Summit 2025 from SSCCC they were senators Maria Sanchez and Siem Ben their comments were that it was an amazing experience we would like to say thank you to Foundation for supporting our senator to attend this event.
	4. Student Trustee board retreat the following:
	    Support Basic Needs such as emergency temporary housing for students experiencing housing insecurity.
	    Showcase student creativity through cultural events like talent show and Artisan Expo that highlight CE's diverse skills and creativity.
	    New brown act provision that allows students to attend official meetings remotely
	    Certification program in English-Spanish interpretation and translation.
	    Spaces for ASG in each campus and prayer room.
	5. Ongoing projects or initiatives:
	    An Expectative CE Talent Show Voice and artesian expo our goal is create space to show our student talent and additionally to be able to raise funds for sand Diego promise and ASCCE
	    Major Achievements During the Meeting
	    At North City Campus was our first event after such a long time.

Student Services Update (5 min) Dr. Garret for Dr. Carter	1. Toys for tots – 523 registered students, 147 walk-ins; Military didn't have enough toys for us, so we gave out gift cards to our students. Shout out to the foundation for supplying 30 gift cards and they bought toys to add to the campaign. 2. Established the equitable resources allocation workgroup. 3. Did the roadshow for the student equity plan. It was more focused on the student, and the plan is posted on the website.
Roundtable	

Important Annual Dates

SCHEDULE OF MEETINGS
EXECUTIVE GOVERNANCE COUNCIL (EGC)
January through June 2026

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

January 28 **CE Headquarters**

February 11 **Virtual**

February 25 **CE Headquarters**

March 11 **Virtual**
March 25 **CE Headquarters**

April 8 **Virtual**
April 22 **CE Headquarters**

May 13 **Virtual**
May 27 **CE Headquarters (Last Meeting)**