

# San Diego College of Continuing Education

## EGC Meeting Agenda/Minutes

**Date:** March 26, 2025  
pm

**Meeting Start:** 2 : 3 0

**Person Recording Minutes:** Desiree Redulla

**Members:** Tina King, Masa Omae, Shakerra Carter, Jacqueline Sabanos, Richard Weinroth, Jessica Varnado-Swall, Stacy Surwillo, Rache Rose, Esther Anthony Thomas, Neill Kovrig/Trenton Romero, Mitza Lindsey, Danielle Ninness, Jessica Luedtke

PRESENTATIONS	PRESENTER	TIME CERTAIN
None		

ACTION ITEMS	
Review of Minutes for March 12, 2025 (Resource Folder)	Approved

## Reports

DEPARTMENT	AGENDA ITEM
<b>President's Update</b> President King	<ol style="list-style-type: none"><li>1. Enrollment review (Resource Folder)</li><li>2. SD Advance Symposium<ol style="list-style-type: none"><li>a. Successful and great representation from the colleges.</li></ol></li><li>3. Committee Structure (Resource Folder)</li><li>4. AB 1433 (Resource Folder)</li><li>5. BOT item<ol style="list-style-type: none"><li>a. Admin. V</li></ol></li><li>6. DL Training, April 7<sup>th</sup></li><li>7. Rotating Q &amp; A Sessions<ol style="list-style-type: none"><li>a. Will be visiting all 7 campuses and will be incorporated w/ the Coffee &amp; Chat visits.</li></ol></li></ol>
<b>Academic Senate Update</b> (5 min) Weinroth	Jessica on behalf of Richard <ul style="list-style-type: none"><li>– Thank you to Dr. Carter for attending our meeting last week and answering faculty questions regarding the newly created restricted fund counseling positions</li><li>– Upcoming Academic Senate elections for President, VP, and Treasurer<ul style="list-style-type: none"><li>o Results in April</li></ul></li><li>– Discussion of the need for summer funding for Program Chairs, APCs, and faculty coordinators</li><li>– Faculty discussion on the use of tasers by district police, opinions divided</li><li>– Faculty discussion on the timely notification of safety incidents (CE vs credit colleges, Clery Act), thank you to Dr. King and VP Sabanos for the advocacy and</li></ul>

	added information
<b>Classified Senate Update</b> (5 min)	Trenton on behalf of Esther: <ul style="list-style-type: none"> <li>- Emphasis on board approval for reclassifications</li> <li>- Q &amp; A @ Mid City last week was very successful. Thank you!</li> <li>- Thank you to Dr. King &amp; EPC for setting the STAR conference to June 12th</li> </ul>
<b>Student Report</b> (5 min) Zuniga	<ol style="list-style-type: none"> <li>1. BOT Meeting <ol style="list-style-type: none"> <li>a. Bringing 2 students to the meeting</li> </ol> </li> <li>2. Mid-City Event yesterday <ol style="list-style-type: none"> <li>a. President's office will support with the (3) student gift cards</li> <li>b. VP Carter and Dean Novak will speak with the advisors on the importance of process and procedures.</li> </ol> </li> </ol>
<b>Administrative Services Update</b> (5 min) Sabanos	<ol style="list-style-type: none"> <li>1. Resource Request process</li> <li>2. Org Chart <ol style="list-style-type: none"> <li>a. Finalizing</li> </ol> </li> <li>3. Year-end deadlines <ol style="list-style-type: none"> <li>a. GFU by April 7, 2025</li> <li>b. Restricted by May 5, 2025</li> </ol> </li> </ol>
<b>BOT Meeting Update</b> (5 min) Sabanos	<p><b>Meeting March 27, 2025 – Regular Board Meeting</b></p> <p>Subject In the matter of the San Diego Advance Counselor proposal at the San Diego College of Continuing Education, effective April 1, 2025, authority is requested (contingent upon review by People, Culture and Technology Services) to establish an 11-month 1.0 FTE Restricted non-tenure track College Counselor position (#00120591) Class 1, Step C – Class 6, Step C (\$6,933.44-\$8,849.03), AFT College Faculty Unit.</p> <p>Subject In the matter of the Office of the President at San Diego College of Continuing Education, effective April 1, 2025, authority is requested (contingent upon review by People, Culture and Technology Services) to: 1. Delete a vacant funded 12-month 1.0 FTE Utility Worker position (#000870), Range 24 (\$4,402.09-\$ 7,026.74), AFT - Classified Professionals Unit (GFU); and 2. Establish a 12-month 1.0 FTE Administrative Assistant V (#xxxxxxx), Range 22, (\$4,136.95-\$6,603.50), AFT - Classified Professionals Unit (GFU).</p> <p><b>Meeting: April 17, 2025 - Regular Board Meeting</b></p> <p>Subject In the matter of the Strong Workforce Program (SWP) between the Foundation for Grossmont and Cuyamaca Colleges and San Diego College of Continuing Education, authority is requested to:</p> <ol style="list-style-type: none"> <li>1. Enter into a grant agreement with the Foundation for Grossmont and Cuyamaca Colleges; and</li> <li>2. Accept, budget and spend \$125,000 in the 2025-2026 (July 1, 2025 – June 30, 2026) General Fund/Restricted Budget to fund activities related to the Vocational Nurse Training Program development project.</li> </ol>
<b>Budget Committee</b> (5 min) Sabanos	<p>Budget and Enrollment Q&amp;A sessions</p> <p>Next meeting on April 7, 2025</p>
<b>Safety &amp; Facilities Committee</b> (5 min) Sabanos	<p>Bond Priorities</p> <p>Chavez Safety</p> <p>In response to prior year requests from CE leadership for crime statistics information relevant to the San Diego College of Continuing Education, the Clery Compliance Committee developed a summary document of the crime statistics that were reported to SDCCD College Police for each College of Continuing Education campus location. Crime statistic information specific to the College of Continuing Education will be provided in a separate resource document at <a href="https://sdccd.edu/students/titleix/additional-resources">sdccd.edu/students/titleix/additional-resources</a>. The Clery Act is a federal regulation that requires U.S. colleges and universities <i>that participate in federal student financial aid programs</i> to distribute a detailed annual security report that discloses information about crime on and around our campuses. Therefore, <i>Safe and Sound</i> includes crime statistic information only for San Diego City, Mesa and Miramar Colleges.</p>
<b>Technology Committee</b> (5 min)	Next meeting April 17—will be updating annual Technology Plan

Sabanos	
<b>Professional Development Committee</b> (5 min) Luedtke	PD Meeting convened and discussed the outcome of the Gratitude Challenge, the committee's experience with Resource Allocation Review, ISpring Institution Day Data Presentation with feedback and discussion, and discussed the Professional Development Survey, current PD going on in round table
<b>Institutional Effectiveness</b> (5 min) Luedtke	--Statewide RP Group <i>Project of the Year Award</i> announced: "Crossing Borders, Bridging Identities: Empowering Binational Students at the US–Mexico Border" Congratulations to the cross-departmental projects supporting binational students through student services – Awardees: Jesus Rivas, Semei Coronado, Jessica Luedtke, Shakerra Carter --IEPI Initiative to Develop Research Road Map – Research Survey coming out soon
<b>Instructional Services Update</b> (5 min) Omae	<ol style="list-style-type: none"> <li>Summer schedule <ol style="list-style-type: none"> <li>In progress</li> </ol> </li> <li>Curriculum alignment project <ol style="list-style-type: none"> <li>Reviewing for any irregularities and aligning with the colleges</li> </ol> </li> <li>FPHC meeting #3 <ol style="list-style-type: none"> <li>Scheduled to meet in April</li> </ol> </li> </ol>
<b>Student Services Update</b> (5 min) Carter	<ol style="list-style-type: none"> <li>Reclassifications (part of the Re-org) <ol style="list-style-type: none"> <li>Moving forward</li> </ol> </li> <li>Q&amp;A <ol style="list-style-type: none"> <li>Evening Support</li> </ol> </li> </ol>
<b>SDCCE Foundation</b> (5 min) Foy	<ol style="list-style-type: none"> <li>Grand Opening for the Business Resource Center – April 9, 2025; Cesar Chavez Campus</li> <li>Press Release – Lucky Duck Foundation for Pathways program; March 31, 2025</li> </ol>
<b>Roundtable</b>	<p>President King will testify on April 8, 2025 – AB 1433</p> <p>The scholarship committee has completed their selection of recipients.</p> <p>Commencement is coming soon; communications will be distributed soon.</p>

### [SDCCE Important Dates](#)

#### **SCHEDULE OF MEETINGS EXECUTIVE GOVERNANCE COUNCIL (EGC) January through May 2025**

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

February 12 **Virtual**  
February 26 **No Meeting (SDCCD Town Hall)**

March 12 **Virtual**  
March 26 **CE Headquarters**

**April 9 Cancelled due to conflict w/ DGC**  
April 23 **CE Headquarters**

May 14 **Virtual**  
May 28 **CE Headquarters (Last Meeting)**