



San Diego Continuing Education
Safety and Facilities Committee
Minutes

Thursday, November 29th, 2018
2:00 p.m. – 3:00 p.m., ECC, Room 121

ATTENDEES/ PROXIES	<i>Committee Members</i>	
	Jacqueline Sabanos, Chair	Karen King
	Anthony Vargas	Mechelle Perrott
	Andrei Lucas	Michelle Sussely-House
	Dennis Trutna	Neill Kovrig
	Diana Romero	Sam Phu
	Jean MacDonald	
	John Bromma	
	Damella Abbott	
	<i>Absent Committee Members</i>	
	Lou Zizzo	Frank Fennessey
	Barbara Pongsrikul	Joseph Ramos
	Vinzent Balaoing	Cindy Ybarra
	Lorie Crosby-Howell	Roy Hernandez
		Raymond Arellano
	<i>Committee Guests</i>	
	Jenelle Castillejos	
	Carmen Martinez	

Agenda Item #1: Call to Order:

DISCUSSION	<ul style="list-style-type: none"> The meeting was called to order by J. Sabanos at 2:02 p.m.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

Agenda Item #2: Introductions:

DISCUSSION	<ul style="list-style-type: none"> N/A
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

Agenda Item #3: Approval of November 29 Minutes

DISCUSSION	<ul style="list-style-type: none"> Neill Kovrig motioned and A. Vargas seconded motion to approve Motion carried
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

Agenda Item #4: College Police:

DISCUSSION	<ul style="list-style-type: none"> N/A
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

Agenda Item #5: Risk Management:

DISCUSSION	<ul style="list-style-type: none"> J. MacDonald reported scooters going in and out of the Mid City Campus garage. J. Sabanos suggested J. MacDonald to call dispatch.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

Agenda Item #6: Facilities:

DISCUSSION	<ul style="list-style-type: none"> N/A
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item #7: Discussion of proposed Program Review Rubric:

DISCUSSION	<ul style="list-style-type: none"> • J. Sabanos presented the draft of the Program Review Rubric and asked the members to give feedback. • Member of the Committee expressed their confusion regarding the scoring rubric proposed by the scoring rubric consultant. • J. Bromma considers each committee should have their own scoring rubric. • There was discussion about the effectiveness of the scoring rubric draft provided by the consultant.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item #8: Action Item: Recommendation to the Executive Governance Council to put in place a process to consider changing the name of San Diego Continuing Education.

DISCUSSION	<ul style="list-style-type: none"> • J. Sabanos brought forward the recommendation to consider changing the name of San Diego Continuing Education. This recommendation came out of accreditation. • This is a recommendation to the Executive Governance Council to put in place a process to consider changing the name of San Diego Continuing Education. • The committee members were in favor to recommend the Executive Governance Council to consider the process of changing the name of San Diego Continuing Education. • Motion carried.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item #9: December Meeting:

DISCUSSION	<ul style="list-style-type: none"> • Cancelled
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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• None	• N/A	• N/A
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Agenda Item #10: Next Meeting

DISCUSSION	<ul style="list-style-type: none"> January 24, 2019 from 2 p.m. to 3 p.m. in room 106
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item #11: Adjournment

DISCUSSION	<ul style="list-style-type: none"> The meeting was adjourned by J. Sabanos at 2:35 p.m.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Submitted by Patricia Lopez, Sr. Secretary, VP, Administrative Services

Approved on: _____