

Subject: SIB Taskforce Update

Date: Tuesday, July 15, 2025 at 5:08:24 PM Pacific Daylight Time

From: SDCCE President's Office

To: SDCCE President's Office

CC:

SAN DIEGO COLLEGE OF
CONTINUING EDUCATION

| FORWARD *Together*

Safety, Inclusion, and Belonging Taskforce

Dear SDCCE Community,

At San Diego College of Continuing Education, we remain deeply committed to fostering a campus environment grounded in inclusivity, equity, and respect for all—regardless of background or immigration status. The Safety, Inclusion, and Belonging (SIB) Taskforce, established in Spring 2025 by President King, continues to meet monthly to develop meaningful strategies, solutions, and resources that support our community in today's social climate.

Since its inception we have developed a matrix with action items to include:

- Develop an FAQ to add to the website
- Develop an Events Calendar for students in relation to immigration concerns
- Create and establish a proposal for legal services support
- Develop mental health services for both virtual and in person
- Develop an easier digestible document for students to know their rights
- Weekly continual updates in the President's message about the Safety, Inclusion, and Belonging Taskforce
- Create a framework for the Union to work collectively with the SIB Taskforce / Academic Senate / Classified Senate
- Development of communications / documents that can be shared with faculty and students regarding step-by-step guidance for approaching court hearings and ICE
- Development of a Live Canvas Shell page to facilitate communication updates and new information
- Schedule reoccurring meeting for the SIB Taskforce to meet
- President's Office support events with tea, coffee, pastries, etc. and to send appreciation for legal services and groups

We are pleased to share that during our June 30 meeting, we officially launched a new [Canvas shell](#) developed by the Immigrant Student Success Program (ISSP). This resource is now available for students and faculty through Canvas and serves as a central hub to connect with ISSP services. The ISSP provides students with access to legal support and offers a safe, confidential space to discuss immigration-related concerns.

We encourage everyone to take full advantage of this valuable resource. We extend our sincere gratitude to Counselor Fatima Mota, Dulce Arroyo, Mariela Valenzuela, and the whole ISSP team for their outstanding contributions to the SIB Taskforce and for their continued service to our students. The new Canvas shell includes multilingual handouts, videos, resources, and information on upcoming events—all aligned with our [Know Your Rights webpage](#) on the college website.

In addition, new ISSP information cards have been created and will be distributed as needed. If a student requires assistance or a safe space to ask questions, please direct them to: SDCCEImmigrantSupport@sdccd.edu.

 **SDCCE Immigrant** | STUDENT SUCCESS PROGRAM

✉ SDCCEImmigrantSupport@sdccd.edu

We are committed to connecting our students and community with trusted legal information, support services, and resources.

Free legal clinics and workshops are offered regularly.



San Diego College of Continuing Education

Scan for Updates & Information

DOCUMENTATION ASSISTANCE:

HELs (Jewish Family Service) – Immigration forms & legal information ^[FREE]
 ☎ (858) 637-3345 | 🌐 jfssd.org/HELs

LEGAL REPRESENTATION:

Haitian Bridge Alliance – Services for Haitian & Black immigrants ^[FREE]
 ✉ info@haitianbridge.org | 🌐 haitianbridge.org

Casa Cornelia Law Center – Free legal aid for vulnerable communities ^[FREE]
 🌐 casacornelia.org

PANA – Advocacy, education & community support 📞
 🌐 panasd.org

We also want to reiterate the protocol for reporting immigration concerns and in the event a student is detained.

Immediate Reporting

Report any incidents to the campus Dean(s) and College Operations Supervisor (COS). The following information must be included:

1. Date and Time

- When was the issue first observed or reported?

2. Location/Context

- Where did the situation occur (e.g., on campus, off campus, online, etc.)?

3. Individuals Involved

- Full name of the individual(s) affected, along with student ID numbers, if applicable.
- Note any staff, faculty, or external agencies involved (e.g., ICE agents, legal counsel, U.S. Customs, etc.).

****Important:** The Chancellor and General Counsel are the only employees authorized to engage with any immigration enforcement agent or other official, representative, agent, contractor, or any person conducting business on behalf of a government agency.

4. Description of the Situation

- Provide a clear, factual account of the situation.
- Include any relevant communications, documents, or correspondence.
- Avoid speculation—focus on verifiable information.

5. All communications must be approved by the COS and Deans to ensure that all information is vetted and verified.

If an incident is reported the COS and Deans will follow the below steps:

- The COS and Deans will fact find the situation and confer to determine if they will need to

send out a mass communication to the campus regarding the matter.

- The College Operations Supervisor and Deans will notify the executive team of the situation and wait for further direction.

We recognize that this is a challenging time for many in our community—particularly for our students. Remember resources are available through ISSP and Be Well Mental Health. Please know that the SIB Taskforce is committed to listening, responding, and acting proactively as new developments arise. We continue to follow the guidance set forth in our district’s administrative procedures and board policies.

Thank you for your continued support and commitment to fostering a safe and inclusive campus environment.

Sincerely,

Safety, Inclusion and Belonging Taskforce

Dr. Tina M. King – President

Dr. Shakerra Carter – VP Student Services

Dr. Masahiro Omae – VP Instruction

Jacqueline Sabanos – VP Administrative Services

Brenna Leon Sandeford – Public Information Officer

Dr. Tami Foy – Executive Director of Foundation

Dr. Terry Sivers – Counselor/Black Student Success Program

Andrea Gastelum – Outreach Coordinator

Amanda Simons – ESL Faculty

Ildifonso Carrillo – ESL Faculty & Family Literacy Coordinator

Sarah Boswell – ESL Faculty

Trenton Romero – Instructional Assistant, Computer Science

Tiara Sanders – Campus Digital Communications Specialist

Richie McGirr – Web Designer

Jared Osornio – Administrative Assistant III

Cynthia Giammarinaro – Accounting Technician

Linda Bautista – ESL & Citizenship Faculty

Zuri Williams – Job Developer Placement Specialist

Haydee Zuniga – Student Trustee

Ruth Derice – Student

Esteban Alvarado – Emeritus Faculty & DEIAA Committee Chair

Carla Grossini-Concha – Flex & Professional Development Coordinator

Dr. Maureen Rubalcaba – Dean of Instructional Learning Technology & Learning Resources

Christopher “Noah” Howard – Program Manager

Mission: San Diego College of Continuing Education commits to student success and community enrichment by providing tuition-free, accessible, equitable, and innovative quality education and support services to diverse learners in pursuit of lifelong learning, training, career advancement, and pathways to credit college.



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