

**SAN DIEGO CONTINUING EDUCATION
EXECUTIVE GOVERNANCE COUNCIL
October 22, 2014**

Members Present:

1. Rudy Kastelic, Interim President, Continuing Education
2. Brian E. Ellison, Ed.D., Vice President, Instruction and Student Services
3. Bob Parker, Vice President, Administrative Services
4. Timothy Pawlak, President, Academic Senate
5. Richard Weinroth, Vice President, Academic Senate
6. Marie Doerner, Chair of Program Chairs, Academic Senate
7. Neill Kovrig, President, Classified Senate
8. Mary LeDuc, Vice President, Classified Senate
9. Rita Avila, Past President, Classified Senate

Members Absent: None

Guests: None

Action Notes: September 24, 2014 Action Notes approved *Kovrig/Pawlak MSP*

Reports and Recommendations

President's Report

Interim President Rudy Kastelic shared the following:

- Communication and updates regarding Ebola and other health issues will be coming from the District. Continuing Education will also send out information on the general protocol for all health issues.
- Student Voter Registration: The colleges and Continuing Education are asked to amplify efforts to increase student awareness regarding upcoming elections and to encourage voting.
- On October 16, he attended and provided a brief (10 minute) update on SSSP/SEP, AB86 and WASC planning efforts at the Board of Trustees' Retreat.

Administrative Governance Council

No report.

Academic Senate Report

Academic Senate President Timothy Pawlak reported the Academic Senate met and discussed the following:

- Guest Dean Star Rivera-Lacey presented the SSSP and Student Equity Plan to the Senate; the Academic Senate approved the plan and it is moving forward.
- The Academic Senate Constitution and Bylaws are being reviewed and the terminology/language updated to make them more relevant to the current programs.
- Beth Smith, past President of the State Academic Senate will be attending the Board of Trustees November 6 meeting to present the participatory governance structure. All faculty members are invited to attend.

Classified Senate Report

Classified Senate President Neill Kovrig reported the Senate will be meeting on October 27, at 2:00 pm at ECC where they will be discussing the Student Equity Plan and the Classified Hiring Priority Committee. He and Christy Figueroa will attend the Classified Professional Development Summit on November 5.

Ongoing Business Items

CE Staffing

Vice President Parker reported the following:

- Two classified positions at North City Campus have been filled: one SSA, started on October 13, and the Sr. SSA started on October 27. Interviews are being conducted for the open administrative technical position; and the Sr. Clerical position has been posted.
- Two BIT faculty positions have been offered and accepted with the individuals starting in spring. Second interviews for the Welding position are scheduled for October 30.
- The search committee for the two Counseling positions has been formed and in process.
- Barbara Pongsrikul is the new Dean for ESL; Second interviews for the Dean of Parent Education and Emeritus have been scheduled.

AB86 Update

Academic Senate President Pawlak provided a brief update on AB86 activities:

- Process is moving quickly towards the October 31st deadline to submit the AB86 Plan-Date. The writers and workgroups are working rigorously on the document which includes the five program areas and seven objectives for each program area. The next phase is to work with local workforce investment boards, job placement centers. The Draft will be submitted on December 31.
- On October 6 and 7, he, Brian Ellison, Rosa McCullum, Jamil Person attended the AB86 Summit in Sacramento. General and breakout sessions were held to generate “best ideas.” On the second day 40-50 individuals participated in a discussion with legislators about the process so far. Information about the summit including recordings of the general session can be found on the AB86 website.

2015/16 Continuing Education Academic Calendar

Interim President Kastelic distributed copies of the new proposed 2015/16 academic calendar for Continuing Education that was discussed at Chancellor’s Cabinet. This document includes recommendations from CE and will be going before the Board of Trustees for approval.

Upcoming Events

Interim President Kastelic announced the following events:

- There will be a memorial service for ECC Instructor, Charles Leacu, in the Theatre at ECC on Wednesday, October 29, 2014, at 1:30.
- The MLK Jr. King/Queen Pageant is scheduled on November 16, 2014, at ECC.
- The Diversity Committee is taking the lead on the Holiday Reception decorations. The reception is scheduled for December 9, 2014.
- The annual Jackie Robinson MLK Breakfast is scheduled for Friday, January 16, 2015.
- The annual MLK Jr. Educators’ Breakfast will be held at ECC on January 17, 2015.
- The annual MLK Jr. Parade is scheduled for January 18, 2015.
- The annual All People’s Breakfast is scheduled for Monday, January 19, 2015
- The Board of Trustees’ Continuing Education Campus Visit is scheduled for April 16, 2015. The location for this meeting is to be determined.

Instruction & Student Services

Enrollment Management

Vice President Ellison shared the following:

- Enrollment was up from fall of last year, ahead of FTES yield compared to last year. There have been great efforts from dean and faculty leadership level to manage the courses this fall. However ACS has been down which is determined on student attendance and staying for the entire class.
- Using more substitutes in ESL has been successful with increasing the FTES yield. This practice will continue through the month of November.
- The issue of partial contract instructors being able to substitute has been resolved. CE is waiting for the side letter from the District to clarify the language in the contract.
- ACUPlacer Pilot for Mira Mesa High School will be going before the Board on November 6. This is a joint effort between CE and Miramar College with Mira Mesa High School. There is also interest in offering ACUplacer at other high schools such as San Diego High School and Garfield High School.

SB1456 Update

Vice President Ellison reported that Student Equity Plan has been signed off by all parties; and the submission deadline has been extended to later in the month. The funding formula and narrative for the SSSP Noncredit Plan will be out in February.

WASC

Vice President Ellison reported he has received input from the deans for faculty and staff participation in the in 2016 WASC workgroups. Ellison will share this information with Academic Senate President Pawlak and Classified Senate President Kovrig for their review and further recommendations.

Program Review

Vice President Ellison reported the Program Review Committee met recently and will be meeting again to continue discussions about how the guidelines can be revised to add clarity.

Administrative Services

Vice President Parker reported the following:

- Work is progressing on the Chavez Campus and parking facility with a target to complete the building in April 2015 and open in fall of 2015.
- The campus emergency plans will be discussed at the next Safety Committee meeting.
- CE participated in the Great California Shake Out the previous week. He received input from faculty and staff.
- Continuing Education will be looking at implementing parking fees at more of our campuses. Approximately a third of Continuing Education students already pay parking fees and as we open the new campuses this number will increase. Parking fees pay for Community Service Officers (CSOs) to monitor our campuses. It was noted that a parking permit can be used at more than one campus. Before parking fees can be instituted at all campuses, payment machines need to be installed to purchase a day permit.

Board of Trustees Meeting

The Board of Trustees' upcoming meetings are as follows:

- Regular Board of Trustees' meeting is scheduled for Thursday, November 6, 2014.
- A Board Subcommittee will be held on December 10, 2014. This subcommittee is meeting about the Student Equity Plan report. Interim President Kastelic reported that funding for Continuing Education's Student Equity Plan will be separate from the college's funding.

Finance, Grants, & Operations

Interim President Kastelic reported he and Vice President Bob Parker met earlier with Keith Baron, from District IT and, Jan Loomis and Sue Rankin from Ciber, regarding the planning and implementation of the ERP. Interim President Kastelic and Vice President Parker were pleased with the knowledge the group had of Continuing Education. Positive attendance will need to be addressed as well as some challenges with the HR system as it pertains to Continuing Education. The target for bringing up the ERP is Finance – July 2015; HR - January 2016; and Student System sometime in the fall of 2016.

Facilities & Police

Timothy Pawlak reported that some faculty are concerned about what will occur when Centre City and Chavez campuses combine as it relates to their jobs, since there is some overlap of positions. Vice President Ellison responded at this time current positions were taken into account during the planning for the merge of the campuses and preliminary discussions are underway. Also with the new campus and parking structure in a neighborhood under transition there is some concern for student as well as faculty and staff security. Being a neighborhood in transition was taken under consideration when the parking structure was built. Interim President Kastelic made note of these concerns.

ACTION ITEM:

Vice President Ellison will schedule a meeting for all Chavez and Centre City faculty to discuss their concerns

National, State, Regional & Community Issues

No report.

Conferences, Events & Information

The following events are scheduled:

- CCCAOE Fall Conference is scheduled for October 22-24, 2014 in Los Angeles.
- CATESOL Conference: October 23-26, 2014, Santa Clara CA
- The Common Ground Theatre Presents “Nativity” at ECC, Friday, Saturday and Sundays in December.
- ACCE Conference is scheduled for Wednesday, November 19 at North Orange Community College.
- ESL/Citizenship Program will host a workshop on Saturday, November 15.

Legal/Legislation

No report.

Re-Engineering:

No report.

National, State, Regional & Community Issues

No report.

Round Table:

Marie Doerner inquired who was reporting back to faculty about the strategic planning process. Interim President Kastelic and Academic Senate President Pawlak responded that there has been a leadership change at the District and the District’s committee has not met since May. Continuing Education’s representatives on the District Strategic Planning Committee are meeting soon to strategize for the next District meeting. More information will be available in the near future.

Richard Weinroth shared that 911 calls made from campus phones are tracked by college police. If the call is made from a cell phone it is not tracked.

Bob Parker announced that Continuing Education will be updating CPR and first aid certifications.

Neill Kovrig shared that individuals were looking for participation on their community court system panels. He will share the information with the Classified and Academic Senates.

