

**SAN DIEGO CONTINUING EDUCATION
EXECUTIVE GOVERNANCE COUNCIL
November 12, 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

Members Absent:

1. Rita Avila, Past President, Classified Senate

Guests: None

Action Notes: October 22, 2014 Action Notes approved *Pawlak/Parker MSP*

Reports and Recommendations

President's Report

No Report

Administrative Governance Council

No report.

Academic Senate Report

Academic Senate President Timothy Pawlak reported the following:

- He and Richard Weinroth will attend the Fall Academic Senate Plenary.
- The Academic Senate Constitution and Bylaws continued to be reviewed and updated to make them more relevant to the current programs, primarily updating the terminology.
- Beth Smith, past President of the State Academic Senate attended the Board of Trustees November 6 meeting. He and Neill Kovrig with Interim President Kastelic participated on the panel regarding participatory governance. Members of the Academic Senate Executive Committee were in attendance to show support.
- Recognized and thanked Vice President Parker for having Senate meeting notices displayed on the digital sign at ECC.
- He participated in the Threat Assessment meeting lead by Vice Chancellor Lynn Neault.
- The next general Academic Senate Meeting is scheduled for the following Tuesday, November 18.
- Richard Weinroth visited the classroom at North City where students are working on design submissions for the annual MLK Jr. Parade t-shirt. Richard will check with Ranessa Ashton and Holly Leahy for clarification on details.

Classified Senate Report

Classified Senate President Neill Kovrig reported:

- The Senate will be meeting on November 17, at 2:00 pm at ECC, room 186 where the Classified Hiring Priority Committee will be discussed.

Ongoing Business Items

CE Staffing

Vice President Parker reported the following:

- The new Administrative Technician started in Student Services on Monday, November 10.
- Interviews are scheduled for the Sr. Clerical position at Centre City on November 13.
- BIT Program Chair elections end tomorrow.
- Recommendations for the faculty Welding position have been signed and sent to HR.
- Second interviews for the two Counseling positions are scheduled for Friday, November 14.
- The new Dean of Parent Education and Emeritus, Carol Wilkinson will start on January 1.

Strategic Planning

Vice President Ellison reported that the District Strategic Action Plan is being reviewed in relation to the colleges and Continuing Education. Ranessa Ashton, Pete Miles and Libby Bakit are Continuing Education representatives and will provide information as it becomes available.

ACTION ITEM:

Vice President Ellison will (1) research the term of the District Strategic Action Plan; and (2) review Continuing Education's Strategic Action Plan, to see that both plans can align more efficiently.

AB86 Update

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

- The San Diego Adult Education Regional Consortium Draft Plan-to-Date was submitted to the state on Friday, October 31. The document consisted of 350 pages and a culmination of rigorous efforts by the AB86 writers and workgroups. The document included five program areas and seven objectives for each program. The Deans have been kept in the loop and were provided their own word document copy to make changes and edits, which will be incorporated into the December document submission. The next phase in the project is to work with local workforce investment boards, and job placement centers. The Draft of the plan will be submitted on December 31.
- Interim President Kastelic announced Tom Schaaf will be joining AB86 as a consultant to assist with making contact with the workforce boards.

Continuing Education Holiday Reception

Interim President Kastelic announced the Continuing Education Holiday Reception is scheduled for Tuesday, December 9, from 2:00 – 3:30 and encouraged all to attend.

Board of Trustees Visit to Continuing Education

Interim President Kastelic shared that the location for the Board of Trustees meeting at Continuing Education in April has yet to be decided. CE Mesa and ECC are being considered.

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. Dean and faculty leadership continuing to address student demands that make the most sense for CE.

SB1456 Update

Vice President Ellison reported that the state-wide workgroup involved with the noncredit funding is meeting on December 16. It is hoped that a final determination of the noncredit funding formula will be made and the SSSP Noncredit Plan can be rolled out in February.

WASC

Vice President Ellison reported he is in the final stages of identifying individuals for the Steering Committee and the first meeting will be scheduled before the Thanksgiving Break. The committee will meet four or five times in the spring along with the initial meeting.

Program Review

Vice President Ellison reported the Program Review Committee continues to meet and discuss how the guidelines can be revised to improve and streamline the program review process.

Administrative Services

Vice President Parker reported the following:

- The Safety Committee will be meeting on Thursday and the main topic for discussion will be campus emergency plans.
- At the Management Services meeting, Vice Chancellor Manis reported emergency generators are a topic under discussion.

Board of Trustees Meeting

The Board of Trustees' upcoming meetings are as follows:

- A Board Subcommittee on Student Equity Reports will be held on December 10, 2014. Interim President Kastelic reported that he will be attending this meeting.
- Regular Board of Trustees' meeting is scheduled for Thursday, December 11, 2014.

Finance, Grants, & Operations

ERP Update

Vice President Parker reported meetings regarding the finance system continue. Subject matter expert meetings for the HR system will begin in January 2015. Marie Doerner shared that the ERP system does not have what is needed for DSPS. Discrepancies are being looked into. The target for bringing up the ERP is as follows: Finance – July 2015; HR - January 2016; and Student System sometime in the fall of 2016.

National, State, Regional & Community Issues

No report.

Conferences, Events & Information

The following events are scheduled:

- MLK Jr. King/Queen Pageant is scheduled to be held at ECC on November 16, 2014.
- 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. Vice President Parker, Deans Rivera-Lacey, Carvajal, Fischthal, and Pongsrikul, along with faculty member Pat Mosteller will attend.

Legal/Legislation

No report.

Re-Engineering:

No report.

National, State, Regional & Community Issues

No report.

Round Table:

Richard Weinroth shared he attended the leadership and qualities for success leadership presentation at San Diego State University. President Beebe was the presenter at the event.

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.