

**SAN DIEGO CONTINUING EDUCATION  
EXECUTIVE GOVERNANCE COUNCIL  
February 12, 2014**

**Members Present:**

1. Anthony E. Beebe, Ed.D., President, Continuing Education
2. Brian E. Ellison, Ed.D., Vice President, Instruction and Student Services
3. Bob Parker, Vice President, Administrative Services
4. Ingrid Greenberg, Past President, Academic Senate
5. Marie Doerner, Chair of Program Chairs, Academic Senate
6. Neill Kovrig, President, Classified Senate
7. Mary LeDuc, Vice President, Classified Senate

**Members Absent:**

1. Timothy Pawlak, President, Academic Senate
2. Rita Avila, Past President, Classified Senate

**Guests:** None

**Action Notes:** November 13 and January 8, postponed by general consent.

**Reports and Recommendations**

**President's Report**

**AB 86 Planning and Update**

President Beebe distributed copies of *AB86 Certificate of Eligibility and Supporting Documents* and gave a summary of each document that will be submitted to the State: Certificate of Eligibility, Intent-to-Participate Signature Form, and Project Management Plan Narrative and Preliminary Budget Summary. President Beebe also reported that the process is simplified and non-competitive. Each consortium that applies for the grant and submits the four documents will be funded. He, Academic Senate President Timothy Pawlak, Consultant Rudy Kastelic (lead person), and Adult Education Manager Marc Gottuso have been meeting weekly to assemble the documents and write the Narrative. The planning to plan for the consortium will include faculty, classified and administration from the district and the San Diego Unified School District.

**Management Nomination of Classified Employee of the Year**

Every year the State of California requests the community college districts to nominate a classified employee who demonstrates the highest level of commitment to professionalism and to the community college. This nomination is endorsed and submitted to the State through the local Board of Trustees. Because SDCCD is a multi-college district, it was determined by Chancellor's Cabinet that the honor would rotate annually among City College, Mesa College, Miramar College and Continuing Education. This year it is Continuing Education's turn to submit a nomination. After discussing with the different constituencies, President Beebe is bringing forward Patti Buse as Continuing Education's nomination selection and requested input from the Council. After a brief discussion the Council approved the selection of Patti Buse as Continuing Education's nominee.

Classified Senate also commented that they would like Continuing Education's Classified Employee of the Year's internal process broadened and would like specific criteria established. This will be further discussed.

### **Administrative Governance Council**

No report.

### **Academic Senate Report**

Ingrid Greenberg the following:

She attended the ACCE Conference the previous week, where AB 86 was a topic of discussion. Some districts are hiring project managers for the grant and there was consensus among the attendees that this would be beneficial. Also there was further discussion with DOE consultant on broadening participation among faculty, classified staff and students. More information regarding participation and input is available on the stakeholder's sounding board and she also volunteered a classified representative for the consultant to contact to discuss participation. And finally CDCP rates were also an important topic at the conference.

### **Classified Senate Report**

Neill Kovrig reported the following:

The Classified Senate met on February 3<sup>rd</sup>, and topics of discussion were: fundraising, the classified priority hiring list, Classified Leadership Institute, elections, first reading of Resolution 2014-01 (regarding SB 850, Community College Baccalaureate Degree), sponsorship of the Spelling Bee (will contribute \$333 towards sponsorship), the Statewide Classified Senate's regional meeting, scholarships, classified appreciation week, Classified Employee of the Year, and a classified staff development day and retreat.

### **Ongoing Business Items**

No report.

### **Instruction & Student Services**

#### **Enrollment Report**

Vice President Ellison presented data on CDCP/Regular FTES.

#### **Summer Planning**

Vice President Ellison distributed a memo regarding the 2014 summer session reflecting program specific meeting dates.

#### **Restoring Friday Operations**

President Beebe reported Friday operations was a topic of discussion at Chancellor's Cabinet and Chancellor Carroll would like to see operations restored on Fridays, so SDCCD is a five days a week district. All four institutions are looking to do this. Continuing Education will restore Friday operations beginning with the summer session. Different scheduling options for classified staff will be reviewed. A preliminary discussion was held with the Office Managers. Returning to Friday operations will not eliminate the 4/10 schedule completely. It was noted that flexibility is the key. A survey will be sent out to classified staff requesting their input to assist with planning. The goal is to have coverage on Fridays and not cause any dissention. More information and discussion on this topic will be forthcoming.

**Board of Trustees Meeting**

President Beebe announced the Joint SDCCD and SDUSD Board of Trustees meeting is scheduled for Tuesday, March 18 at ECC and encouraged attendance. The next regular Board of Trustees meeting is scheduled for February 27 at the District. President Beebe also reported the Board of Trustee's annual visit to Continuing Education is scheduled for April 17, 2014 and the meeting will be held at the North City Campus.

**Finance, Grants, & Operations**

No report.

**Facilities & Police**

No report.

**National, State, Regional & Community Issues**

No report.

**Conferences, Events & Information**

No report.

**Legal/Legislation**

No report.

**Re-Engineering:**

No report.

**National, State, Regional & Community Issues**

No report.

**Round Table:**

Marie Doerner reported she is having discussions with Ranessa Ashton, PIO about holding "open houses" during the month of October to showcase our classes to the public.

Neill Kovrig reported classified senate is encouraging staff to participate on EEO committees and would like to see more diversity on the hiring committees.