

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

**Members Present:**

1. Brian E. Ellison, Ed.D., Vice President, Instruction and Student Services
2. Bob Parker, Vice President, Administrative Services
3. Timothy Pawlak, President, Academic Senate
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. Anthony E. Beebe, Ed.D., President, Continuing Education
2. Rita Avila, Past President, Classified Senate

**Guests:** None

**Action Notes:** November 13, Action Notes approved with corrections *Pawlak/Ellison MSP*  
January 8, Action Notes approved *Greenberg/LeDuc MSP*  
February 12, Action Notes approved *Kovrig/LeDuc MSP*

**Reports and Recommendations**

**President's Report**

No Report.

**Administrative Governance Council**

Vice President Ellison reported AGC discussed the following:

- Creating a template for the participatory governance committees to provide a report/summary of their meetings to AGC and the Office of Instruction. Committee Chairs will post minutes to the web-site. Each Committee Chair has been set up with an access code to post, with training provided by the PIO Office.
- The Classified Hiring Priority Committee – reviewed restructuring the parameters of the committee. As soon as the revised forms have been signed off this item will move forward to EGC for review.
- The Faculty Hiring Priority Committee meeting is scheduled for Tuesday, March 18.

**Academic Senate Report**

Timothy Pawlak reported the following:

- Academic Senate will meeting next Tuesday, March 18. At that meeting the Senate will propose a re-affirmation of the opposition to SB 173 resolution that was written approximately a year ago.

- Review MOOC Resolution (2 parts):
  - (1) Not accepting MOOCs as a form of credit or transfer credit; or part of independent instruction;
  - (2) Emerging technologies that came out of the pilot study conducted by Otto Lee's office can be used for mentoring. A separate resolution could be created to support this aspect.
- Scantron machines – Ingrid Greenberg reported she sent out an email to find out faculty interest for more scantron machines.
- Academic Senate is co-hosting the State Academic Regional Curriculum meeting on Friday, March 14 at the North City Campus. Concurrently, Classified Senate will be holding their State-wide meeting in the adjoining room.

### **Classified Senate Report**

Neill Kovrig reported the following:

- Copies of the Summary Report on SDCE Staffing Hours Survey were distributed. The survey was sent via email and web to classified staff and was open from February 25 through March 10. 55 surveys were received out of the 93+ members on the distribution list. The largest numbers of responses from a campus were from ECC, with Centre City and Mid-City following. Classifications responses were as follows: 23 from clerical/secretarial; 14 from student services staff; 7 from instructional support staff; 5 from accounting/payroll staff; and 4 from office management staff. 78% indicated they currently work a 4/10, Monday – Thursday schedule. The survey indicated the majority (55%) would be open to a schedule modification. The survey ranked the following schedules with number 1 the preferred: (1) current schedule of 4/10 Monday –Thursday, (2) 4/10 Tuesday – Friday, (3) 9/80, alternating Fridays off, (4) 5/8 schedule, Monday – Friday, with “any schedule assigned” as the least preferred. Student services staff differed slightly in their preference with (2) 9/80, alternating Fridays off and number, and (3) 5/8 schedule, Monday – Friday. In conclusion, staff is open to the possibility of a schedule change. Vice President Bob Parker thanked the Classified Senate for conducting the survey.
- State-wide Classified Senate Southern Region meeting is scheduled for Friday, March 14 – Saturday, March 15. The first day the meeting will be held at North City Campus.
- The Classified Leadership Institute will be held in June.
- Classified staff will be attending the AFT conference scheduled this weekend.

### **Ongoing Business Items**

No report.

### **Instruction & Student Services**

#### **Dean Workload**

Marie Doerner reported the Program Chairs have voiced concern about the increased workload the deans have now with the loss of two deans, (The Dean of Counseling and Student Success, Dean of Parenting and Emeritus), and with the upcoming retirement of the Dean of ESL. There seems to be more work for Program Chairs as a result. Vice President Ellison commented that Barbara Pongsrikul has been doing an admirable job as the Acting Dean of Parenting and Emeritus. He reported the Dean of Counseling and Student Success is in the final stages of the hiring process and should be announced shortly; and the posting for the Dean of ESL position is being finalized. At the moment the Dean of Parenting and Emeritus is on hold pending current legislation. The two vacant dean positions' duties have been divided between the Office of Instruction and the deans.

When concern about the upcoming accreditation process was voiced, Dr. Ellison reminded the group that he is the Accreditation Liaison Officer and editor-in-chief for the Self-Study. Also, that there are many individuals who participate in putting the Self-Study together, not just the deans.

Timothy Pawlak commented that there is a need for more administration and classified support across Continuing Education and it is hoped that discussions are taking place to improve the situation.

Vice President Bob Parker commented that a staffing plan will be incorporated with Continuing Education's strategic planning, and that the advent of AB86 is a great opportunity for Continuing Education to review the strategic planning process.

Ingrid Greenberg commented on how effective and efficient Continuing Education is run with the available resources. She also inquired about how involved Continuing Education is with the Enterprise software for data collection. Vice President Bob Parker responded the contract had not been finalized and this is a good opportunity for Continuing Education to review how processes can be changed. It was also noted that the planning processes begin at the same time; however Finance will typically come up first, starting July 1; then HR typically implements on January 1; and finally the Student system takes longer to implement and usually is at the beginning of an academic year.

### **Faculty Priority Hiring Committee**

The Faculty Priority Hiring Committee will meet on Tuesday, March 18, at ECC before the Academic Senate meeting.

### **Board of Trustees Meeting**

The Joint SDCCD and SDUSD Board of Trustees meeting is scheduled for Tuesday, March 18 at ECC and attendance is encouraged. The next regular Board of Trustees meeting is scheduled for March 27 at Miramar College.

### **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:**

Bob Parker announced the passing of retired Office Manager Mary Giammarinaro. Information regarding services is forthcoming. Mary will be missed.

Brian Ellison reported the student attendance tracking pilot began today at ECC with the ABE program. Students will *swipe in* and *swipe out* of class, saving quite a bit of time and paperwork for the instructors. The pilot has been 10 years in the making and will expand to all programs and locations in the future.

Brian Ellison also reminded the group to report inappropriate behavior of students as soon as possible. Don't let the incident pass. Report the incident to their dean, Office of Instruction, and/or Campus Police. The Bias Incident Reporting form may be used.

Marie Doerner reported she attended the literacy conference in Rhode Island and it was a very successful trip and thanked everyone for helping to expedite the process.

Timothy Pawlak reported the AB 86 Faculty/Teacher Reception is scheduled for Tuesday, March 25, at ECC, Room 186. The event has been approved for FLEX credit.

Bob Parker congratulated the Spelling Bee winners!