

**SAN DIEGO CONTINUING EDUCATION
EXECUTIVE GOVERNANCE COUNCIL**

September 9, 2015

Members Present:

1. Carlos Turner Cortez, President, Continuing Education
2. Brian E. Ellison, Ed.D., Vice President, Instruction and Student Services
3. Bob Parker, Vice President, Administrative Services
4. Richard Weinroth, President Academic Senate
5. Ingrid Greenberg, 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:

1. Bob Parker, Vice President, Administrative Services

Guests: SDCE Deans, PIO Ranessa Ashton

Round Table

Each person present introduced themselves and shared a professional development goal they were interested in pursuing.

Approval of Agenda

Agenda approved with the addition of item number 8: President's Innovation Grant. Please send agenda items to President Turner Cortez or Kim Laramie by the Monday before the meeting.

Newsletter

President Cortez Turner announced that a SDCE newsletter is under development. The purpose of this newsletter is to promote meaningful internal communication and also demonstrate evidence of what the institution is accomplishing. Ranessa Ashton reported a survey has been distributed to illicit feedback and input from the SDCE community regarding interests and content. A list of what might be incorporated in the newsletter was included in the survey. The newsletter will be written by administrators, faculty and staff, and include updates about accreditation, from the president, academic and classified senates. Frequency and core content will be determined after the results of the survey are reviewed.

Master Calendar

Ranessa Ashton is the lead with developing a master calendar on the SDCE website. Anyone who needs access will be contacted with instructions on how to post to the calendar. Location of the master calendar will be determined.

ECC 40th Anniversary

Dean Jane Signaigo-Cox volunteered to be the chair of the ECC 40th Anniversary Event Committee. Kim Laramie will provide assistance as needed. The event will celebrate the significant contributions made by ECC over the years for the district and community. Dean Signaigo-Cox will reach out to the community and the SDCE foundation for committee members as well as CE faculty and staff. The date will be scheduled the beginning of May.

Strategic Plan

Essential Steering Committee Membership

President Turner Cortez shared a draft Strategic Planning Ad Hoc Authors committee membership list and requested input to identify individuals and areas not represented. An invitation will sent out to individuals

identified to attend a meeting by the end of September. This meeting will also be open to all CE faculty and staff.

Five-Year Plan Draft Template

President Turner Cortez distributed a draft outline/template for a Continuing Education Five-Year Strategic Growth Plan. The plan is an opportunity to review participatory, strategic, academic areas and see if they are still relevant, need updating or improved. This plan will also be of benefit with accreditation planning.

Reorganization

New Positions

President Turner Cortez announced two new positions for CE:

- Research and Planning Analyst: The person will report to the president until the Dean of Institutional Effectiveness position has been created.
- Special Projects Manager: This person will report to the Vice President of Instruction and be responsible for the AEBG and other existing CE grants. The person will also pursue new grant opportunities, as well as link with the SDCE Foundation and ETi. This and report to

Pending Need

President Turner Cortez shared the pending need of the following:

- San Diego Adult Education Regional Consortium Director
- Dean of Institutional Effectiveness
- WIB Grant Writer
- Faculty Headhunter
- Career Counselors

President's Innovation Grant

President Turner Cortez announced he is sponsoring an "Innovation Grant."

- The grants will be open to all SDCE faculty and staff
- The application will be online
- The goal is for innovations to improve SDCE
- More information to follow