

**SAN DIEGO CONTINUING EDUCATION  
EXECUTIVE GOVERNANCE COUNCIL**

**January 23, 2013**

**Members Present:**

1. Brian E. Ellison, Ed.D., Vice President, Instruction and Student Services
2. Bob Parker, Vice President, Administrative Services
3. Ingrid Greenberg, President, Academic Senate
4. Esther Matthew, 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:** Anthony E. Beebe, Ed.D., President, Continuing Education  
Rita Avila, Past President, Classified Senate

**Guests:** Ranessa Ashton

**Action Notes:** December, 12, 2012 Action Notes approved *Leduc/Ellison MSP*.

**Reports and Recommendations**

**President's Report**

No report.

**Administrative Governance Council Report**

No report.

**Academic Senate Report**

Ingrid Greenberg reported that DGC reviewed the District's draft "No Smoking Policy" at last month's meeting. The policy included revised language provided by Chief Hogquist to include "e" (vapor) cigarettes. CE Academic Senate is requesting more "no smoking" signs be obtained and posted. Vice President Bob Parker responded that as soon as the District Policy has been officially adopted by the Board of Trustees, new signage would be posted.

Ingrid reported there was some confusion for students regarding paying for parking and the Academic Senate is requesting signage to alert students about parking permits and daily parking machine passes. Because there are different processes at each campus regarding how to obtain parking permits, Vice President Parker will contact Debra Picou to discuss what can be done regarding this issue.

**Classified Senate Report**

Neill Kovrig reported the next Classified Senate meeting is scheduled for Monday, January 28, where the SWOT Analysis exercise will be conducted and led by President Beebe. The meeting will be held at 2:00 p.m., at ECC.

Neill also reported he and Mary LeDuc attended a Southern Regional Statewide Classified Senate retreat held at Miramar College. It was a good meeting and Neill and Mary would like to discuss at a future EGC meeting is one of the topics discussed at the retreat. What is Classified Senate's role in the participatory governance structure as it pertains to representation on some of the committees?

**Ongoing Business Items**

No report.

## **Instruction & Student Services**

### **Enrollment Priorities and Course Repeatability**

Ingrid Greenberg reported the final draft of enrollment priorities from Sacramento have been prepared and are now official. Vice President Brian Ellison reported the Student Services Vice Presidents are aware of the changes and have been working on them for about six months. The course repeatability change to limit the number of times a course/class can be taken will be an issue for Continuing Education students who take classes repeatedly.

### **Administrative Plans for Spring and Summer 2013**

Ingrid Greenberg inquired on behalf of Academic Senate if there was a need to increase enrollment for Spring 2013. Vice President Ellison responded that there was a plan to increase enrollment and the Deans and Program Chairs have been meeting about adding back classes where they can.

## **Continuing Education Board Meeting**

The next Board of Trustees meeting is scheduled for Thursday, January 31, 2013. There are two Continuing Education items: 1.) An acceptance by the Board of Trustees of an environmental filing for the new Cesar Chavez parking structure; and, 2.) an MOU with the California Center for Sustainable Energy to share a build-out and use of the weatherization trailer at ECC.

## **Finance, Grants, & Operations**

No report.

## **Facilities & Police**

Vice President Bob Parker reported the new Continuing Education Mesa College Campus is up and running, all classes will be in session next week.

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

No report.

## **Conferences, Events & Information**

### **100 Year Anniversary Celebration Update**

Ranessa Ashton, Continuing Education (CE) Public Information Officer provided an informational update on the Event Committee's progress with planning CE's 100 year Anniversary. A handout reflecting the proposed events discussed by the committee during the two event planning meetings was distributed. Doug Elliot led the effort with the planning committee meetings. Some non-event suggestions have been forward to the CE Marketing Committee for consideration to enhance the 100 year celebration.

When the Event Planning Committee has narrowed down key events, the proposal will be brought back to EGC for approval. At that time work groups will be formed and key players identified who would lead the activities.

### **AACC Workforce Development Institute (WDI)**

A reminder was given the group that the AACC Workforce Development Institute is scheduled to be held in San Diego on January 30 – February 2, at the Sheraton San Diego Hotel and Marina.

**Legal/Legislation**

No report.

**Re-Engineering:**

No report.

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

No report.

**Round Table:**

Vice President Ellison reported back regarding CE students use of the LLRC at Mesa College now that there is a Continuing Education presence on that campus. Bill Craft, Acting Vice President at Mesa College stated there would be no problem with CE students using materials and computers at the LLRC. However, CE students will not be permitted to remove items from the LLRC at this time, as there is no way to enforce items to be returned. Vice President Ellison will check back in the summer to see if a process can be worked out to ensure the return of items by CE students.