

**SAN DIEGO CONTINUING EDUCATION
EXECUTIVE GOVERNANCE COUNCIL
October 23, 2013**

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. Marie Doerner, Chair of Program Chairs, Academic Senate
5. Neill Kovrig, President, Classified Senate
6. Mary LeDuc, Vice President, Classified Senate

Members Absent:

1. Rita Avila, Past President, Classified Senate
2. Anthony E. Beebe, Ed.D., President, Continuing Education
3. Ingrid Greenberg, Past President, Academic Senate

Guests: None

Action Notes: October 9, 2013, *M/S/P Ellison/Kovrig*

Reports and Recommendations

President's Report

No report.

Administrative Governance Council

A question was asked about the frequency of Administrative Governance Council (AGC), meetings. Vice President Ellison answered that historically, AGC met only to address action items. However, in the future the council will meet more frequently and will include more informational items as well as action items.

Academic Senate Report

Timothy Pawlak reported the following:

Faculty Hiring Priority Committee: The committee structure was presented to the Academic Senate, and with some slight edits, the addition of the Chair of Chairs to the committee, the Senate agreed to move forward with the formation of the committee. After review, the Deans requested that recommendations from the committee flow through AGC prior to being presented to the Executive Governance Council, (EGC). With these changes:

EGC approved the recommendation to adopt the Faculty Hiring Priority Committee, as amended by the Academic Senate and Deans. *M/S/P Kovrig/Pawlak*

Dual Discipline Subcommittee for New Hires: This subcommittee was created in response to the emergency hiring list in September and to provide additional direction for faculty, specifically in at-risk programs. The

Academic Senate approved the formation of the Subcommittee at their last meeting, with co-chairs Roma Weaver, Helen Greenbergs, and Donna Eckstein. A member list has been development to include faculty from potentially at-risk programs such as Older Adult, Parenting, and Hospitality Services and Consumer Sciences. The group will meet within the month to review and define minimum qualifications for dual disciplines, and then submit their recommendations. Since this group was established for a single purpose, it was noted that at the next Academic Senate meeting the name of the group will be changed to Dual Discipline *Task Force* for a better representation of the group. Neill Kovrig also noted was that it was not necessary to include classified staff on this particular task force.

Classified Senate Report

Neill Kovrig reported the following:

Classified Employee Conference: He, along with five Continuing Education staff members attended the conference in Costa Mesa the past weekend.

Classified Leadership Institute Conference: Will be held in Ventura this June. It is hoped that multiple staff will be able to attend. Maureen Chenowich, President of the Statewide Classified Senate, was very impressed with the SDCCD Shared Governance Conference that occurred recently in San Diego, and has invited the four SDCCD Classified Senate Presidents to make a presentation on shared governance at the CLI conference. In addition, there has been discussion of creating a workshop that would include Continuing Education's Academic Senate. More information to follow.

Classified Senate Meeting: The next meeting is scheduled for Monday, October 28, at ECC, Room 186. The Agenda includes discussions on current resolutions and priority hiring lists.

Requests to Fill ESL Positions: The requests to fill were submitted two weeks prior. Human Resources is very busy, however, Dean Alma McGee, the chair of the committee will be contacted as soon as Human Resources has reviewed the paperwork and the position are posted.

Ongoing Business Items

No report.

Instruction & Student Services

Update on the Mid-City ESL Substitute Pilot Program

Vice President Ellison reported the ESL Substitute Pilot Program was implemented last spring and only at the Mid-City campus. The pilot program was implemented to have a substitute called the first day in lieu of the current policy of calling substitutes if the absence went beyond three days. The pilot was established to a) see if there was an impact on FTES generated, and b) see if there were any spikes in subbing. Tim Pawlak reported that faculty voiced a concern that students may not return if an instructor is out and the class isn't held, regardless of the number of days. The pilot at Mid-City has concluded and the current policy of calling in a substitute after the third day has been reinstated. Quantitative data relating to the pilot to determine the outcome of the impact on FTES and student retention will be provided at a future meeting.

ACTION ITEM:

Vice President Ellison and Vice President Parker will compare spring 2012 and spring 2013 and provide quantitative data relating to the substitute pilot program held at the Mid-City campus at a future meeting.

Board of Trustees Meeting

The next Board of Trustees meeting is scheduled for Thursday, November 7, 2013. At that meeting District Facilities will be presenting two items on Continuing Education's behalf: two off campus facilities will be reactivated; and the awarding of the contract for glasswork/glazing at the new Cesar Chavez facility. Vice President Parker also reported that District Facilities will be presenting an update on district-wide safety and emergency preparedness efforts. Each institution has been requested to provide a one-page document indicating what is in place or has been done in regard to preparation. For example, C-CERT Training, evacuation drills, safety committees, etc.

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:

Neill Kovrig commented that the classified staff web page needs revamping.

Kim Laramie reminded the group that the North City Campus Grand Opening was scheduled for the following Wednesday, October 30, at 10:30 a.m.

Bob Parker reported that ECC did not have a kiosk for meeting postings. Meeting notices may be posted on the glass doors of the building. Please remember to remove the postings after the meeting has taken place. Information may also be posted on the electronic board.