

**SAN DIEGO CONTINUING EDUCATION
EXECUTIVE GOVERNANCE COUNCIL**

February 13, 2013

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, President, Academic Senate
5. Timothy Pawlak, Vice President/President Elect, Academic Senate
6. Marie Doerner, Chair of Program Chairs, Academic Senate
7. Neill Kovrig, President, Classified Senate
8. Rita Avila, Past President, Classified Senate
9. Mary LeDuc, Vice President, Classified Senate

Members Absent:

Guests: None

Action Notes: January 23, 2013 Action Notes approved with correction *Ellison/LeDuc MSP*.

Reports and Recommendations

President's Report

In light of current legislation, President Beebe shared the need for a strategic planning retreat to engage in preliminary discussions regarding an action plan that builds and focuses on Continuing Education's strengths. It was decided the retreat would take place on Friday, February 22, from 9:00 am – 3:00 pm. The outcome of this meeting should be a plan that prioritizes and promotes areas within the CE mission.

Prior to the retreat a Strengths, Weaknesses, Opportunities and Threats (SWOT) Team meeting will be scheduled so that the compiled data will be available for review.

President Beebe reported a Kindle Fire was donated by Trustee Bernie Rhinerson to be given to a worthy Continuing Education student. The Academic Senate Executive Council took the lead on developing the criteria for receiving the Kindle. It was decided that the student chosen will have demonstrated strides in leadership as well as academics. The Kindle will be presented in the next couple of weeks. The student will also be acknowledged at the Scholarship Awards Ceremony in May.

Administrative Governance Council Report

No report.

Academic Senate Report

Ingrid Greenberg shared the PowerPoint presentation she gave at the last Board of Trustees meeting. The presentation tied into the LAO Report that was distributed last December and, the most recent Governor's budget report. Because Continuing Education operates differently from the Colleges, the presentation also provided valuable information about our institution to the new, as well as incumbent Trustees. The presentation also provided important information to the Trustees regarding two important documents they should become familiar with: The Little Hoover Commission Report and the Legislative Analyst Office Report. Because the Chancellor requested a copy of the presentation, Ingrid requested EGC review the slides for input.

Ingrid also reported the Academic Senate will be creating a Continuing Education response to the proposed elimination of Non-CDCP Noncredit classes by writing a resolution in support of Noncredit Programs. The first reading of the resolution is scheduled for next week, with a second reading in March. It is hopeful that the resolution will be taken to the April Plenary.

Classified Senate Report

Neill Kovrig reported the SWOT Analysis conducted at the January 28 Classified Senate Meeting was successful. Neill also shared Mary LeDuc is the classified representative on the SWOT Team and the Team will be compiling the SWOT information gathered from each of the constituencies.

Neill also reported Classified Senate continues to work on Innovation of the Year ideas.

Ongoing Business Items

No report.

Instruction & Student Services

Vice President Brian Ellison distributed a hand out reflecting enrollment data. Fall's information is final; however Spring is very preliminary at this time. It was noted that the report showed the ACS number for the first week of Spring as very high, 34.58. This may have occurred because of pre-registration. Vice President Ellison shared that Continuing Education is tracking very well to hit the FTES target of 7892 for the year. However, a robust Spring is still needed to keep us on track.

If faculty has ideas that will assist in keeping CE on track, please forward them to the deans for consideration. One idea raised during the meeting was to bring back substitutes. President Beebe responded that the impact and ramifications of bringing back substitutes has been under discussion. After a brief discussion, it was decided a pilot to start substitutes at Mid-City may be implemented the week of February 25. Vice President Bob Parker will notify the Office Manager at Mid-City Campus and Vice President Ellison will contact Dean McGee about the pilot.

Ingrid Greenberg inquired if security could be increased at ECC at night because parking is limited due to construction. Vice President Parker announced at the end of May all construction would be concluded which would eliminate the problem. A temporary solution may be to convert some (20) of the staff parking spaces to flex spaces in the interim.

Board of Trustees Meeting

The next Board of Trustees meeting is a campus meeting scheduled for Thursday, February 14, 2013, at Miramar College. President Beebe presented the draft agenda for Continuing Education's Campus meeting scheduled for March 14:

SAN DIEGO CONTINUING EDUCATION CAMPUS MEETING March 14, 2013

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|------|---|-------------------------|
| I. | Welcome | Anthony E. Beebe, Ed.D. |
| II. | Greetings from Academic Senate | Ingrid Greenberg |
| | Greetings from Classified Senate | Neill Kovrig |
| III. | Stop-The-Hate | |
| | a. Overview | Bob Parker |
| | b. Biased Incident Response Team (BIRT) Training | BIRT Team |
| | c. Biased Incident Response Team (BIRT) Students - Skit | BIRT Team |
| | d. The Unintended Leadership Consequences | Parker |
| IV. | Global Corporate College | |
| | a. Overview | Brian Ellison, Ed.D. |
| | b. Organization Structure | Jane Signaigo-Cox |
| | c. Plans and Expectations | Cassandra Storey |
| V. | Community Connections | Anthony E. Beebe, Ed.D. |
| | a. Common Ground Theatre | Dorothy Smith, Ed.D. |
| | b. Ira Aldridge Repertory Players | Calvin Manson |
| VI. | Closing Remarks | Anthony E. Beebe, Ed.D. |

Also scheduled at Continuing Education in March is the Joint SDCCCD/Unified Board Meeting at ECC. This meeting will discuss linkages, transitions and alignments between the entities. The focus this year is Math and English.

Finance, Grants, & Operations

No report.

Facilities & Police

President Beebe reported he and Vice President Parker have been working with Vice Chancellor Bonnie Dowd on the promise made to voters during Proposition S to consolidation Centre City and Cesar Chavez Campuses. A justification was written that will go to the Board of Governors at the state level in March.

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: