

**SAN DIEGO CONTINUING EDUCATION
EXECUTIVE GOVERNANCE COUNCIL**

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

Members Absent: Ingrid Greenberg, President, Academic Senate
Mary LeDuc, Vice President, Classified Senate

Guests: None.

Action Notes: April 24, 2013 Action Notes approved with corrections *Kovrig/Pawlak MSP*.

Action Item page 2, Item 1 modified/amended to strike out the word “develop” and read: **Academic Senate will provide recommendations to President Beebe in regard to in-house accountability measures.**
Pawlak/Kovrig MSP

Reports and Recommendations

President’s Report

Achieving the Dream

President Beebe provided a follow-up to his action item to provide additional information on *Achieving the Dream*, and distributed a copy of an email he received from Carol Lincoln, Senior Vice President of the organization. Ms. Lincoln’s response reflected that the cohort for 2013 had already been selected; however, the process of accepting applications for 2014 would begin in a few months. The question was raised if it would be advantageous to join the *Achieving the Dream* organization with the District, SDICCCA, or as a stand-alone institution. After a brief discussion, it was determined that when we join the *Achieving the Dream* organization, we would join as a District.

Administrative Governance Council

No report

Academic Senate Report

Timothy Pawlak reported on the following:

- Senate Bill 173 – A handout of the current SB 173, introduced by Senator Liu, with amendments highlighted was distributed. This bill will impact the whole noncredit program. SB 173 was also distributed and discussed at the District Budget meeting. Vice Chancellor Lynn Neault provided some good feedback at that meeting in regard to fees and bringing a fee structure to noncredit classes. The colleges have a system in place; however the question of how such a structure could be managed for noncredit was discussed as the institutions are very different. The Academic Senate is opposed to this bill and Council Members were urged to keep this Senate Bill in the forefront of conversations and how it would impact Continuing Education.
- Senate Bill 173 Comments/Feedback from CE Academic Senate Chairs & Leadership – A handout with an overview of SB 173 with the Academic Senate leadership's position was also distributed.
- The question of where course completion certificates from ESL and other programs are reported at the District and State was raised. Vice President Brian Ellison responded this information is reported through his office, Instructional Services, then to the District and State via the MIS reporting system. A caveat to this is even though the District has all Continuing Education's information, not all is reported to the State.

Classified Senate Report

Neill Kovrig reported on the following:

- The resolution to support noncredit programs was passed and was shared with DGC, the College Classified Senates, as well as the State Classified Senate
- Classified Senate scholarship recipients were selected: one per each campus for \$150 each to be presented at the scholarship event on Wednesday, May 22
- The Classified Senate will be meeting with Vice President Bob Parker to discuss options and workshop ideas for the Classified Staff Professional Development Day held on July 11
- The Classified Leadership Institute will be held in Sacramento June 13-15. Funds have been authorized out of the Classified Senate travel budget to send Continuing Education's Outstanding Classified Employee of the Year to this conference where they will be recognized along with other state-wide outstanding classified employees.

Ongoing Business Items

No report.

Instruction & Student Services

No report.

Board of Trustees Meeting

The next Board of Trustees meeting is scheduled for Thursday, May 9. At that meeting a CE Agenda Item to accept a grant from the Rupe Foundation in the amount of 50, 000 for the CNA program will be presented.

Finance, Grants, & Operations

Interim/Temporary/Out of Class Assignments and Hiring Process (4200.9)

Neill Kovrig requested clarification of the interim/temporary/out of class assignments and hiring process as it relates to classified staff. He reported there had been some discussion at the last Classified Senate meeting and questions were raised on the procedures of recruitment of “acting” positions. President Beebe and Vice President Bob Parker responded that the institution has been operating on “past practices” of administration selecting individuals to fill temporary positions so as to expedite filling a need. After reviewing policy 4200.9, it was found that the policy has not been closely followed as stipulated. In the future, the policy will be followed.

The Classified Senate will provide Vice President Parker with a “priority” hiring list for key positions, (similar to what the Academic Senate is providing to the President), to be considered when the hiring freeze is lifted, and/or modified.

ACTION ITEM: Classified Senate will provide Vice President Parker with a list of recommendations for classified priority positions they would like considered, if and when the hiring freeze is lifted.

Facilities & Police

No reports.

Facilities

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:

President Beebe shared that he has personally written a letter in support of Assembly Bill 806, introduced by Assemblyperson Wilk. This bill has to do with the 50% rule to include counselors, librarians and other non-instructional areas. The bill would provide community colleges with increased flexibility in expending their general fund revenue and better meet the needs of their students. The letter was faxed to relevant legislators.

Vice President Bob Parker reported interviews are taking place for the Office Manager position at North City. Tomorrow the application process closes for the open Accounting Technician position, and the BIT Instructional Aid position has been reactivated for internal and external recruitment.

Timothy Pawlak announced he would be attending the Faculty Leadership Institute June 13-15, in Sacramento.

Marie Doerner shared that she has requested past information from faculty on a previous priority hiring listing to assist with the Academic Senate's Action Item to provide recommendations to the President for faculty priority hiring considerations. Also, the Program Chairs requested a due date to provide this information. President Beebe replied he would like this information available to him by the end of the semester, June 8. Vice President Ellison shared that the Deans are also looking at data for recommendations.

ACTION ITEM: Academic Senate and Deans will provide President Beebe with a list of recommendations for faculty priority positions they would like considered, if and when the hiring freeze is lifted, by June 8.

ACTION ITEM: Vice President Ellison will share the list of recommendations for faculty priority positions developed by the Deans with the Academic Senate.