

**SAN DIEGO CONTINUING EDUCATION
EXECUTIVE GOVERNANCE COUNCIL**

ACTION NOTES

October 14, 2009

Members Present:

1. Anthony E. Beebe, Ed.D., President, Continuing Education
2. Bob Parker, Vice President, Administrative Services
3. Esther Matthew, President, Academic Senate
4. Paul Richard, Vice President, Academic Senate
5. Gretchen Bitterlin, Chair of Program Chairs, Academic Senate
6. Pat Fernandez, Past President, Classified Senate
7. Holly Leahy, Vice President, Classified Senate

Members Absent:

8. Brian E. Ellison, Ed.D., Vice President, Instruction and Student Services
9. Rita Avila, President, Classified Senate

Reports and Recommendations

President's Report:

President Beebe distributed the action notes from September 23, 2009. Action notes were approved with one correction.

President Beebe also informed the Council that Chancellor Carroll had been invited to attend a future meeting when her schedule permits.

A request for agenda items will be sent to the Council prior to the next meeting.

Administrative Governance Council Report:

No report; will be meeting on October 20, 2009.

Academic Senate Report:

Esther Matthew reported the following:

- Beth Smith from the Statewide Academic Senate is giving a presentation regarding the Academic Senate and participatory governance. A list of Academic Senate accomplishments for 2007-2009 was distributed and will be presented at the Board of Trustee meeting tomorrow.
- The colleges have an issue with the SLO's and the work involved; this not an issue for Continuing Education. President Beebe clarified that this is an issue for the college faculty because it is a requirement of their accreditation process. It is not part of the accreditation requirements to be accounted for in the performance of faculty. It is not one of the requirements for evaluation of faculty in the Continuing Education accreditation.

Classified Senate Report:

Holly Leahy reported the Classified Senate fundraiser to benefit scholarships is under way and going well. There are also plans for another fundraiser to be held during the spring semester.

Instruction & Student Services

Enrollment Report:

President Beebe distributed and discussed the enrollment report that was distributed at Chancellors' Cabinet. The report reflected the total FTES for month one as compared to month one last year is down

Esther Matthew asked what programs the section reductions were in. President Beebe will ask Lynn Neault for that information; we should have better numbers after 3rd month report.

S.T.A.R. Center:

President Beebe discussed the Sustainability Training and Resource (S.T.A.R.) grant and distributed a chart outlining the core components. The \$100,000 grant is to be used for curriculum development. The IBEST and soft skills components were discussed as well as the addition of a VESL component at a later date. The former appliance/refrigeration classroom would be used and each component would have a hands-on element. It would be a short term training program, one to two months and would be used to train students to retrofit houses.

Vice President Parker stated that the funds are specifically for curriculum development, supplies and materials for the program. It would not be for FTES and would be through the workforce partnership. Esther Matthew asked President Beebe to send her the information and she will take it to the next Academic Senate meeting.

Continuing Education Board Agenda Items

October 15, 2009 – No items.

October 29, 2009 – The Board meeting will be at Mesa College and we have one item, a name change for a facility.

Finance & Operations

Facilities Call Center:

Bob Parker reported the new Facilities Call Center is now operational and will coordinate the facilities activities the same as the IT help desk does. Anyone can call and report a problem, but only for district owned facilities and only for normal everyday operations. A brief discussion followed.

Faculty Restrooms:

The issue of faculty restrooms in the new buildings came up at Chancellor's Cabinet. The college faculty is requesting faculty restrooms in the new buildings. This is mostly a college issue but it will be brought up at DGC. Esther Matthew stated Faculty Senate Presidents are carrying it forward for future buildings.

Human Resources & Contract Concerns

H1N1 Response:

President Beebe stated that vaccinations will be offered at the campuses for the high priority group of people 24 years and under.

Faculty and Student Phone Numbers:

This item will carryover to next meeting for Vice President Ellison to address.

Facilities & Police

President Beebe received a complaint from a student regarding the two reserved parking spaces for the Dean at West City. Discussion followed regarding the parking issues at West City. President Beebe will discuss the use of the vacant lot adjacent to the current parking lot with the Chancellor.

Vice President Parker has discussed the West City parking issue with Chief Hogquist and the chief is looking into getting a one day parking machine for West City.

National, State, Regional & Community Issues

No report.

Conferences, Events & Information

No report

Legal

No report

Roundtable

Esther Matthew asked why the agendas for the Budget and VTEA Committees are not sent out and Vice President Parker responded he doesn't have a problem with the agendas being sent out and suggested she check with Laurie Cozzolino.

Gretchen Bitterlin has invited Jim Mahler to a meeting to discuss the faculty evaluations and the election of program chairs and assistant program chairs. He will be there to advise the committee on what are the negotiated items.

President Beebe advised that both subjects are negotiated items.

Pat Fernandez asked for clarification on the site ASB's and on the ASB funds. President Beebe directed her to Dean Anne Heller who is coordinating the campus ASB's. Vice President Parker stated that the District gives us funds for the ASB to use. President Beebe stated that we do need to have ASB's to distribute the funds and he will ask Dean Anne Heller to come to EGC to discuss the issue.

Meeting Adjourned. Next meeting is scheduled for Wednesday, October 28, 2009.