

**SAN DIEGO CONTINUING EDUCATION
EXECUTIVE GOVERNANCE COUNCIL**

ACTION NOTES

October 22, 2008

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. Esther Matthew, President, Academic Senate
5. Pat Mosteller, Past President, Academic Senate
6. Gretchen Bitterlin, Chair of Program Chairs, Academic Senate
7. Rita Avila, President, Classified Senate
8. Jose Hueso, Past President, Classified Senate
9. Marina Rosales – Vice President of Classified Senate

Action Notes: Action Notes from September 24, 2008, were distributed to Council members.

Reports and Recommendations:

President's Report: Anthony Beebe Introduced Ranessa Ashton, the new Continuing Education, Public Information Officer. Ranessa has thirteen years experience in community relations and public/news media relations. She has been a Public Relation's Specialist for area hospitals and for the last eight years a Senior Communications Officer for San Diego County. Ranessa has a BA in Political Science from Simpson College and graduate studies from Wharton School of Business. Following Ranessa's introduction, EGC members joined in a discussion of various Continuing Education marketing topics. The class schedule, flyers, brochures, and other media topics were discussed.

Administrative Governance Council (AGC):

1.1 Smoke Free Campus: Recommendation from AGC

The current San Diego Continuing Education smoking policy is based on the following:

California Government Code Section 7596(a) ... no public employee or member of the public shall smoke any Tobacco product inside a public building, or in an outdoor area within 20' of a main exit, entrance, or operable window of a public building, or in a passenger vehicle...owned by the state.

(b) This section shall not preempt the authority of any ...California community college campus... to adopt and enforce additional smoking... regulations or policy that are more restricting than the applicable standards required by this chapter.

San Diego Municipal Code section 43.1003(a) prohibits smoking in a public place or place of employment.

San Diego Municipal section 43.1006 provides that the City Manager shall annually request such governmental and educational agencies involved with their specific business within the City of San Diego to establish local operating procedures to cooperate and comply with this ordinance. In Federal, State, County and special school districts within the City of San Diego, the City Manager shall urge enforcement of their existing no-smoking prohibitions and request cooperation with this ordinance.

Brian Ellison brought forward the following recommendation:

On Tuesday, September 23, 2008, the Administrative Governance Council convened and unanimously passed the following recommendation:

San Diego Continuing Education, as represented by the six campuses, will become a smoke free campus with the beginning of the Spring 2009 semester.

The language to indicate San Diego Continuing Education is a smoke free campus follows:

In an effort to prevent the serious health risks associated with exposure to second hand smoke, students, faculty, staff, and visitors who choose to use tobacco products on any of the San Diego Continuing Education campuses may do so outside the perimeter of each campus. Maps of each campus with the identified perimeters are available at the front office of each campus.

If this recommendation were to be adopted, campus maps would have to be created and distributed. Maps would include any parking areas and adjacent walkways controlled by San Diego Continuing Education. The statement above would be included in the Class Schedule, Catalog and any other publications deemed appropriate. Placards would also be produced and installed at all campuses.

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As per participatory governance structure, both the Academic and Classified Senates were consulted for input. The Classified Senate body reviewed the recommendation and moved to recommend revising the existing policy to increase the current restriction to 25 feet from a main exit, entrance, or operable window; and, enforcing the policy more strictly.

#### **Disposition of Recommendation:**

##### **1.1 Smoke Free Campus: Recommendation from AGC:**

Not Passed. Alternatively, EGC members discussed the recommendations, considering the pros and cons of implementation, including the Classified Senate's recommendation, and moved to agree with the Classified Senate's recommendation. It was unanimously recommended by EGC to continue with the current smoking policy.

**Academic Senate Report:** Esther Matthew reported that Bob Parker presented the state budget scenario and related to the Senate how it impacted Continuing Education. Gretchen Bitterlin reported that the Academic Calendar for 2009-10 had been developed and finalized.

**Classified Senate Report:** Rita Avila reported that the Classified Senate student scholarship fund-raising is moving forward at the Cesar Chavez campus with Candy, Chips, and Cookie sales to classified staff, faculty, and administrators.

**Ongoing Business:** Rich McGirr presented the new participatory governance web page, where he built individual web pages for each committee. Committee Chairs would be provided login and passwords, permitting them to post minutes, pending recommendations, etc. to the committee's web page. President Beebe and the EGC members thanked Rich for his excellent work. Questions were also raised about how recommendations to the web page could be made. As there is a CE Web Committee, recommendations should be sent, using the recommendation form, to the committee chair to be agendaized for a future committee meeting.

Esther Matthew indicated that the on-going business item, "Effective Participation and EGC Process," could be tabled and carried over for the next meeting.

**Next Meeting** – Wednesday, November 12, 2008